KIP Multi-Touch Software
Operator Guide

KIP Multi-Touch Software

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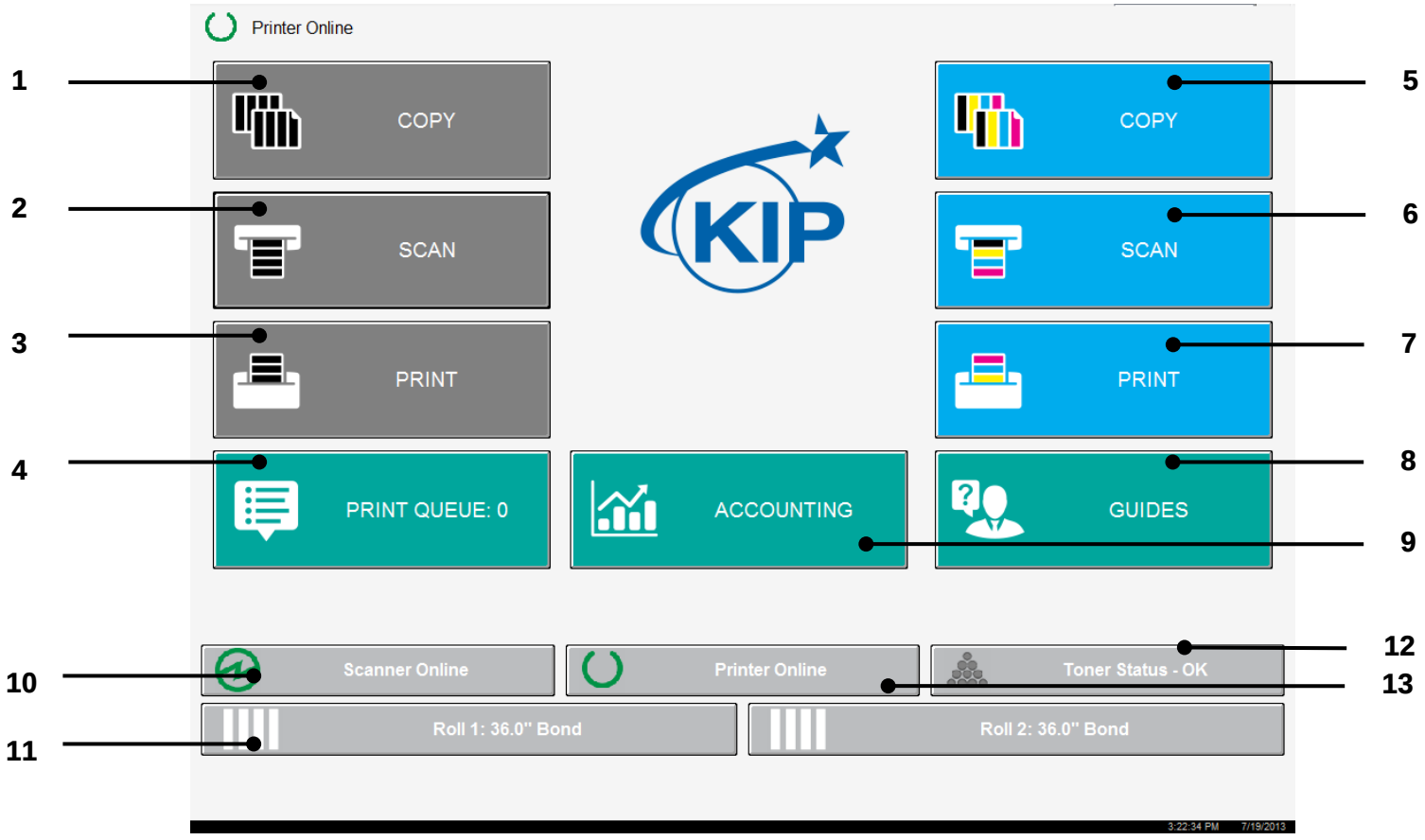
KIP Multi-Touch Software

Home Screen

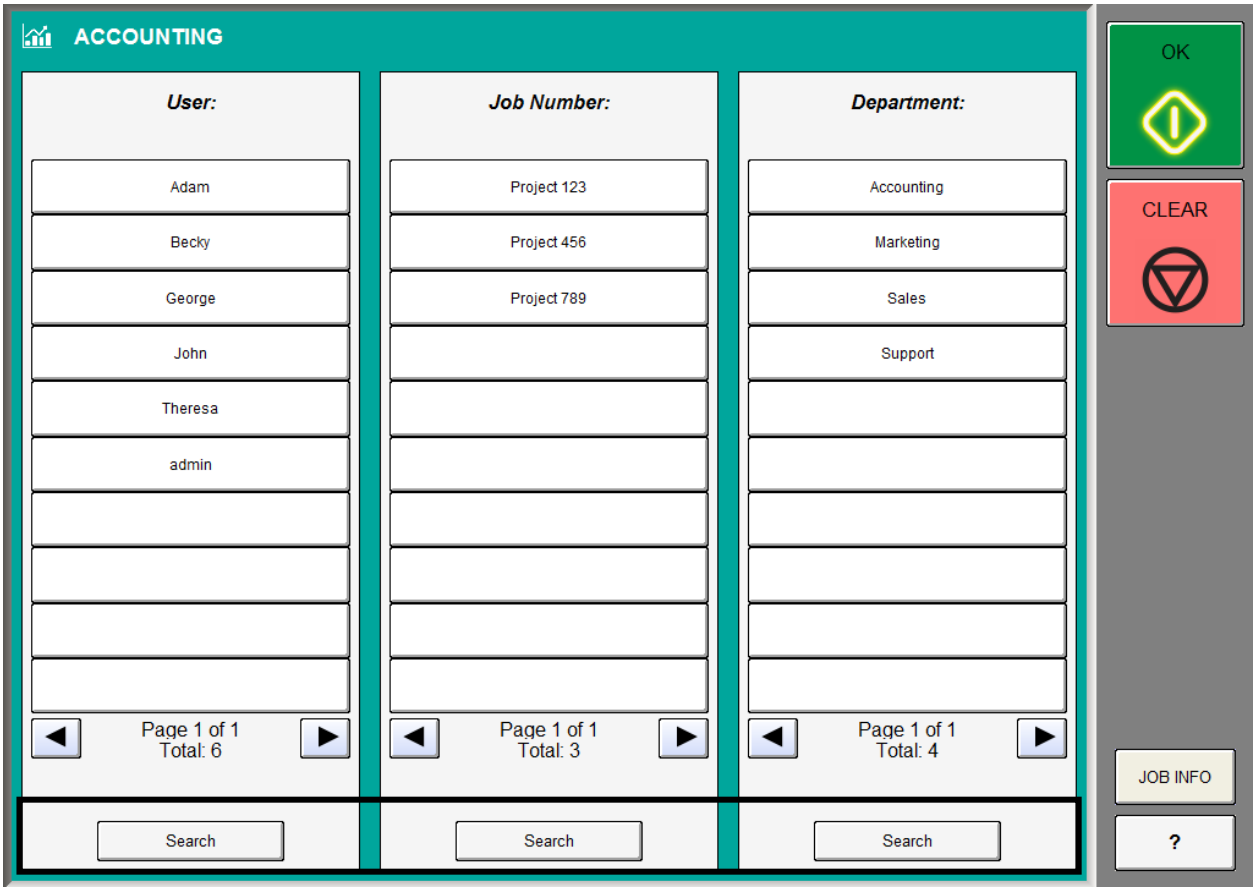


KIP Multi-Touch Software

Button Name	*Function*
1. *Copy (Black and White)*	This button directs the user to the mono Copy screen
2. Scan (Black and White	This button directs the user to the mono Scan screen
3. Print (Black and White)	This button directs the user to the mono Print screen
4. Print Queue	This button directs the user to the Print Queue screen
5. Copy (Color)	This button directs the user to the Color Copy screen
6. Scan (Color)	This button directs the user to the Color Scan screen
7. Print (Color)	This button directs the user to the Color Print screen
8. Guides/Help	This button directs the user to the User Guides/Help Screen
9. Accounting	This button directs the user to the main login screen
10. Scanner Online	Indicates current scanner status
11. Roll Information	Displays size, type, and amount remaining of media
12. Printer Online	Indicates current Printer Status
13. Toner Status	Indicates current Toner Status

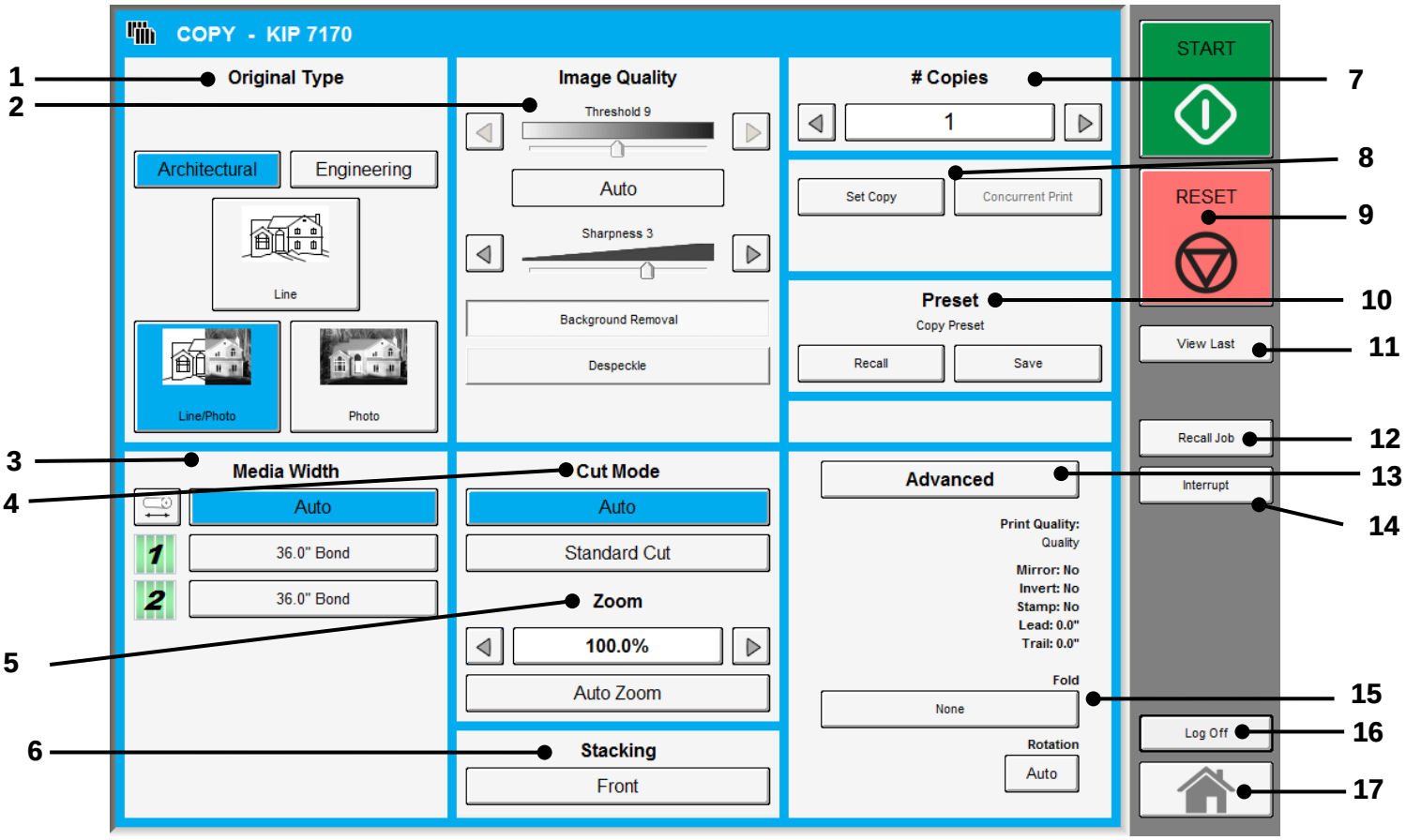
User Login/Quick Search

Administrators have the ability to require users to log in to the system in order to use it. It is possible to make all or just specific fields required. An integrated search feature within the KIP software allows operators to quickly drill down to the information they need right at the touchscreen interface! By selecting the search button below any of the KIP Track fields on the KIP touchscreen, operators may instantly search for a specific name, job number or project description to immediately resume wide format document productivity.



Copy Mode – Black and White

Main Screen



Note: Depending on the KIP model purchased, your screens may have 1, 2 or 4 roll selections and the model number may be different. This does not change the overall operation of the KIP Digital Copy/Scan/Print System.

KIP Multi-Touch Software

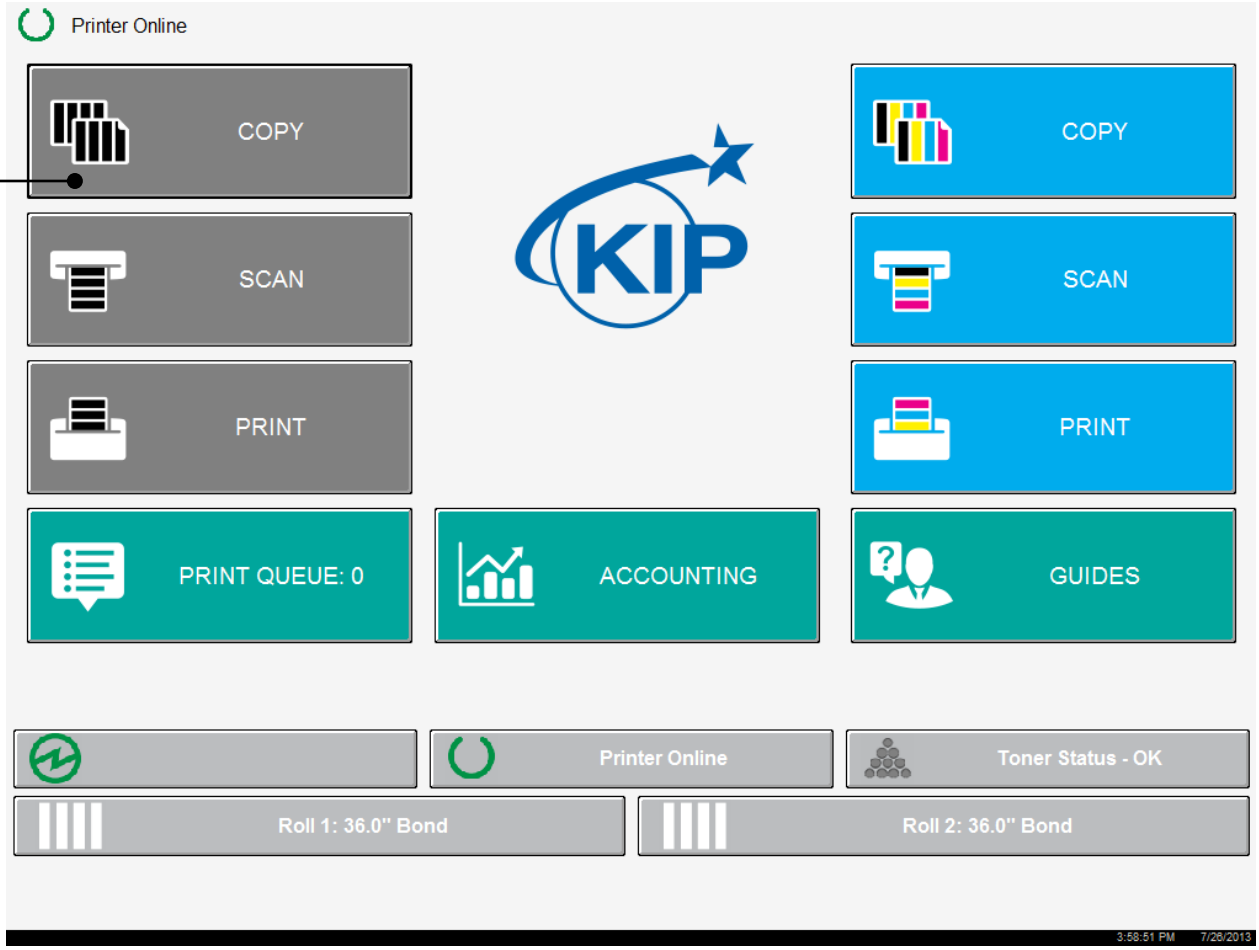
Button Name	*Function*
1. *Original Type*	User Selects the type of original to copy. Also select Eng/Arch Modes here.
2. Image Quality	Select Auto or Manual Image adjustments
3. Media Width	Displays Media type and quantity installed. Includes Cut Sheet Functions and Media Selection
4. Cut Mode	Allows for the selection of auto mode for paper size or the selection of Standard cut lengths.
5. Zoom	Manual and automatic zoom ratios set.
6. Stacking	Determines whether the output will be stacked to the front of the back of the printer.
7. Copies	Select the quantity of prints and sets designation.
8. Set Options	Choose from Copy, Set Copy and Set Copy Concurrent Print
9. Reset	Clears the image buffer and resets the system to default settings.
10. Preset	Allows for the saving of settings as individual presets or as the default setting
11. View Last	The last scan / job can be viewed
12. Recall Job/Edit Job	Images can be recalled and edited from the last job for reprint. Please this feature may be disabled by the administrator to prevent any unauthorized copies.
13. Advanced	Invert , mirror, stamps, folds, and edge adjustments preformed / displayed in this button (sub screen)
14. Interrupt	If active, allows the user to interrupt the Print Queue to get a urgent copy printed.
15. Folder Options	If a Folder is present, folder options can be selected here.
16. Log Off	Displayed if KIP Track enabled to Log off current user
17. Home	Returns to the Home Screen

Simple Copying

To copy, please follow these basic steps. The following chapters have details on adjustments and parameters that the user can change to modify the copies as required.

Select Mono Copy Mode

On the upper left region of the Operator Panel, select “COPY”.

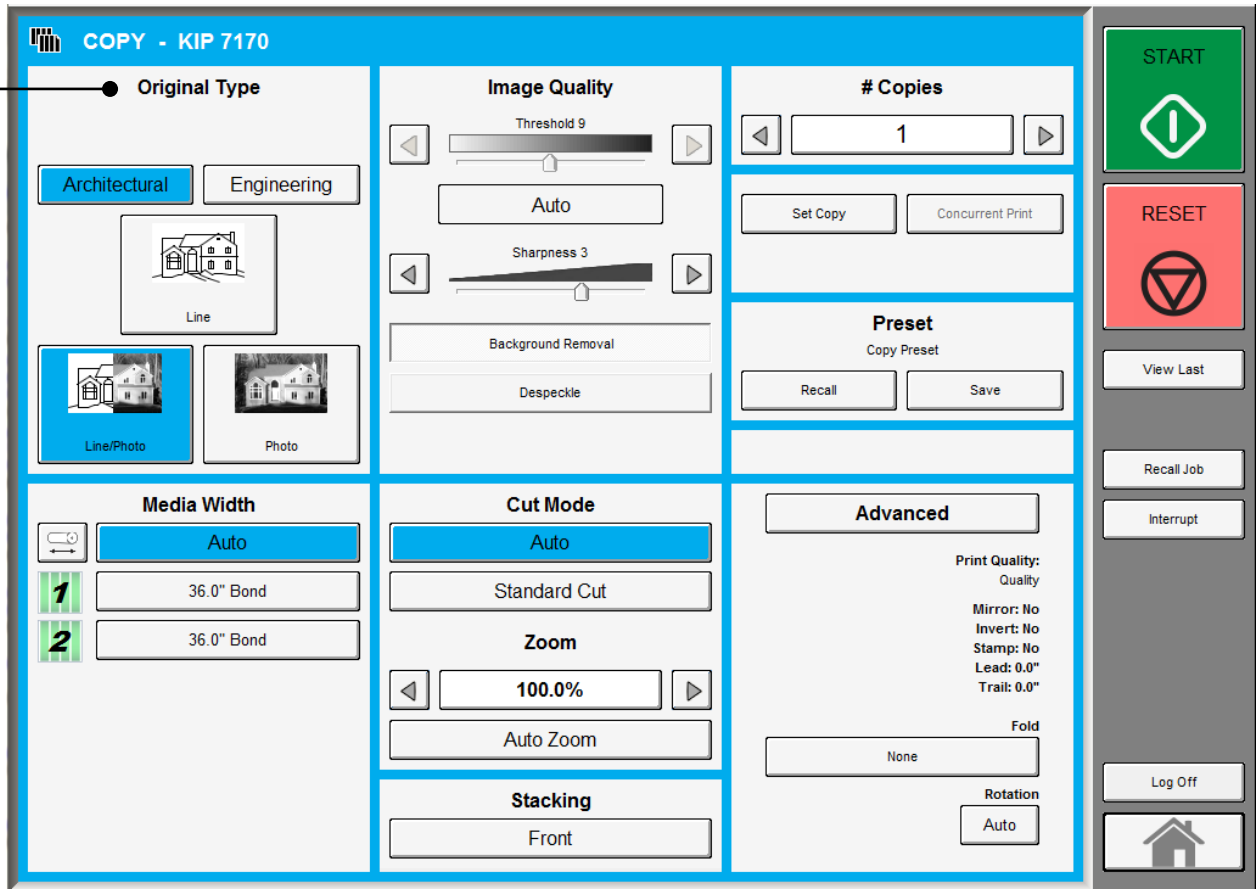


Select Size Mode

Select whether the document is an engineering or architectural size document. This will allow the automatic width detection to function.

Engineering widths = 34, 22, 17, 11, and 8.5 inches

Architecture widths = 36, 30, 24, 18, 12, and 9 inches



Select Original Image Type

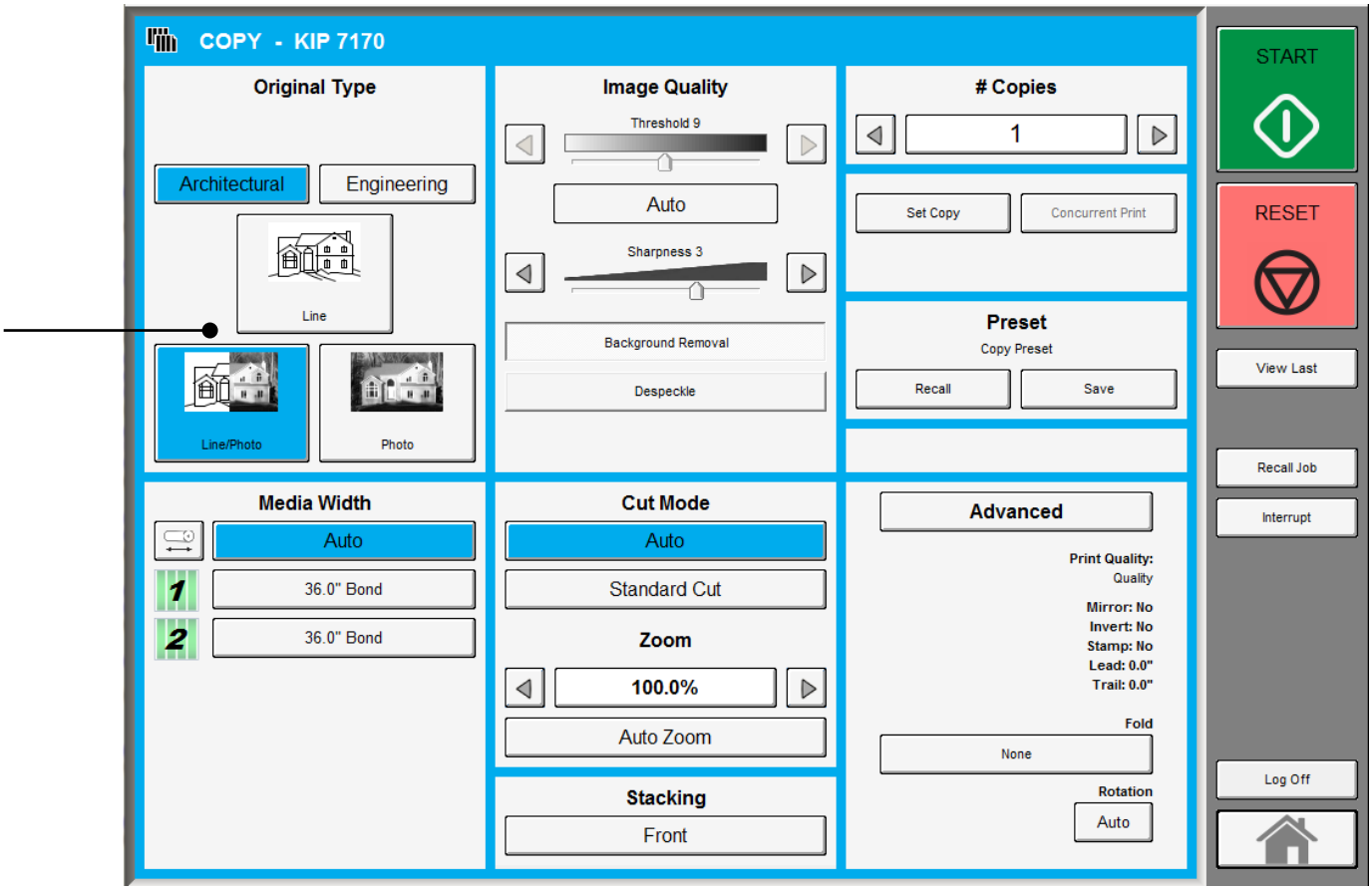
Set the original image type. The selections are:

Line- used for simple line documents

Line / Photo- used for a combination of lines & photos documents

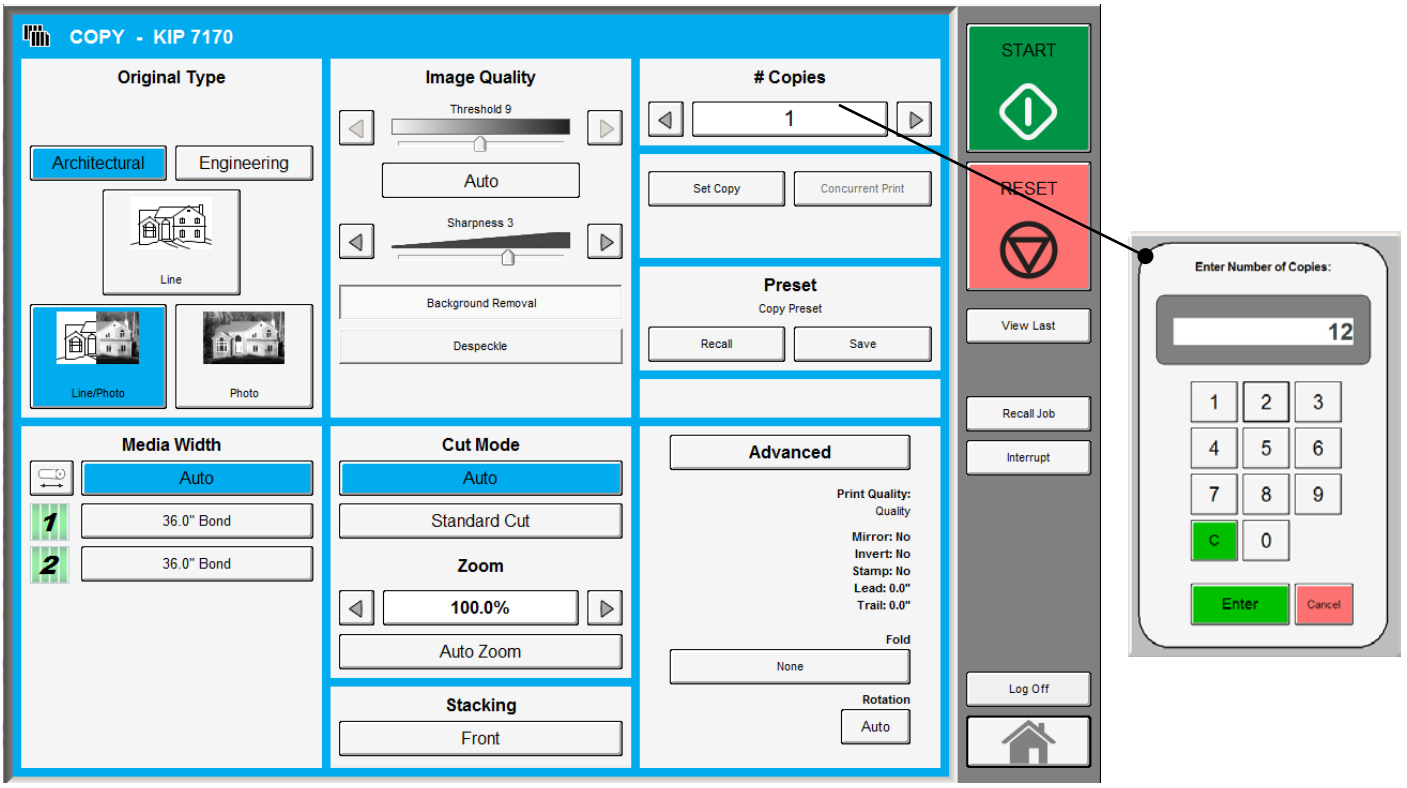
Photo- used for photographic originals

This will allow automatic image quality adjustments for the scan.



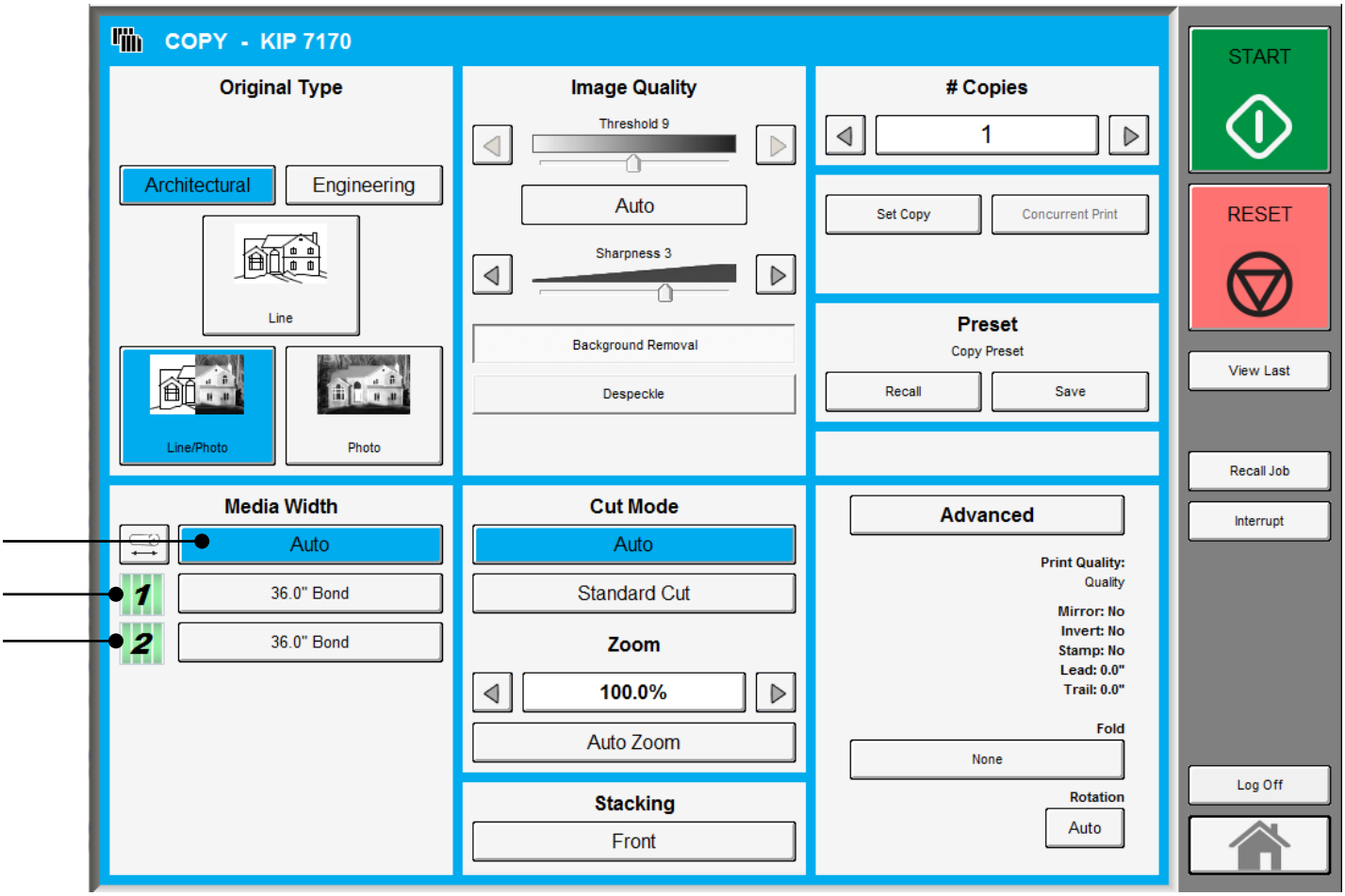
Copy Count

Press the arrow buttons to scroll through the number of copies required **or** press on the actual number to set the quantity with the number pad.



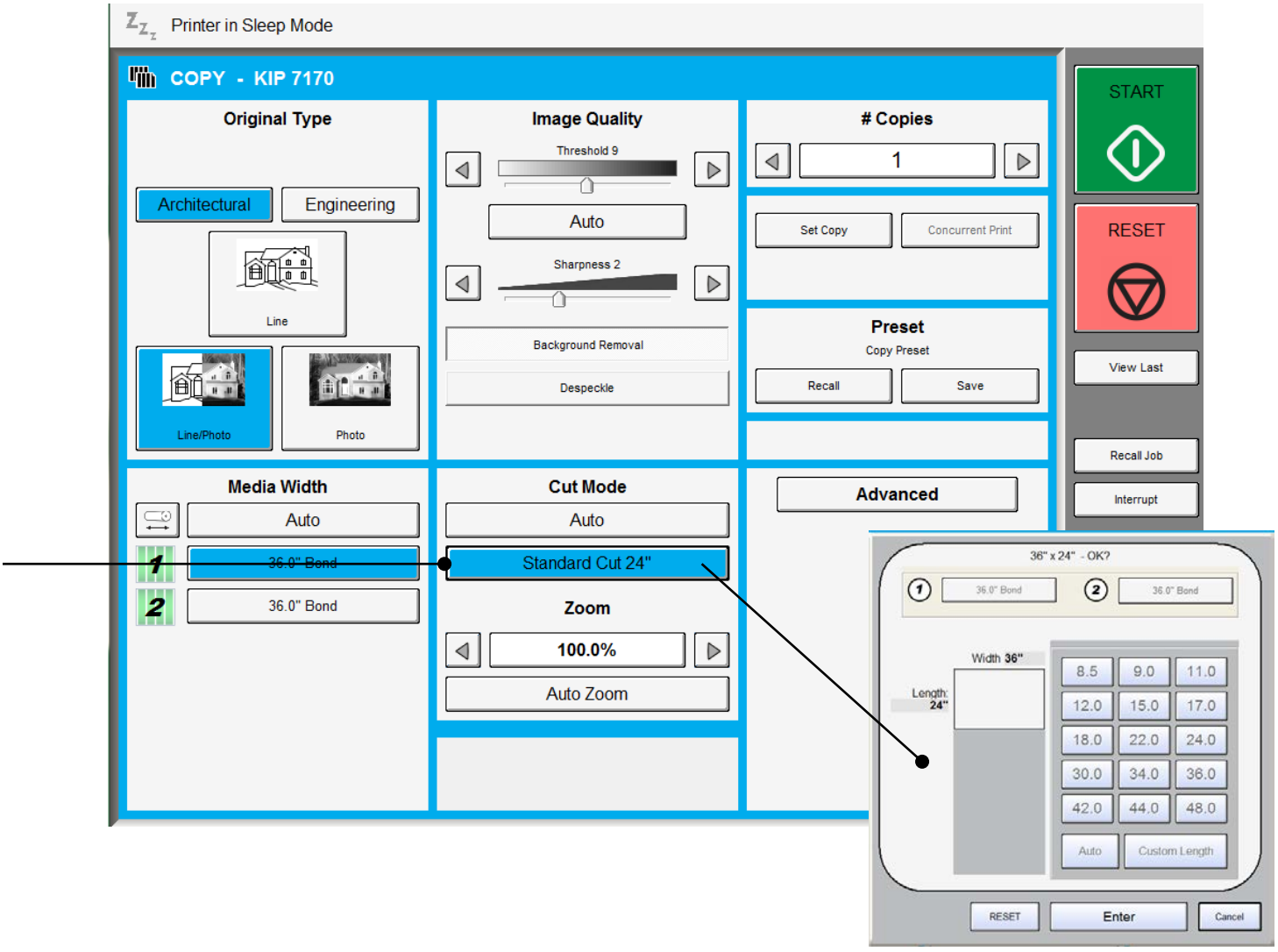
Media

Select automatic (for best possible fit) or manual roll selection for a specific roll size.



Length

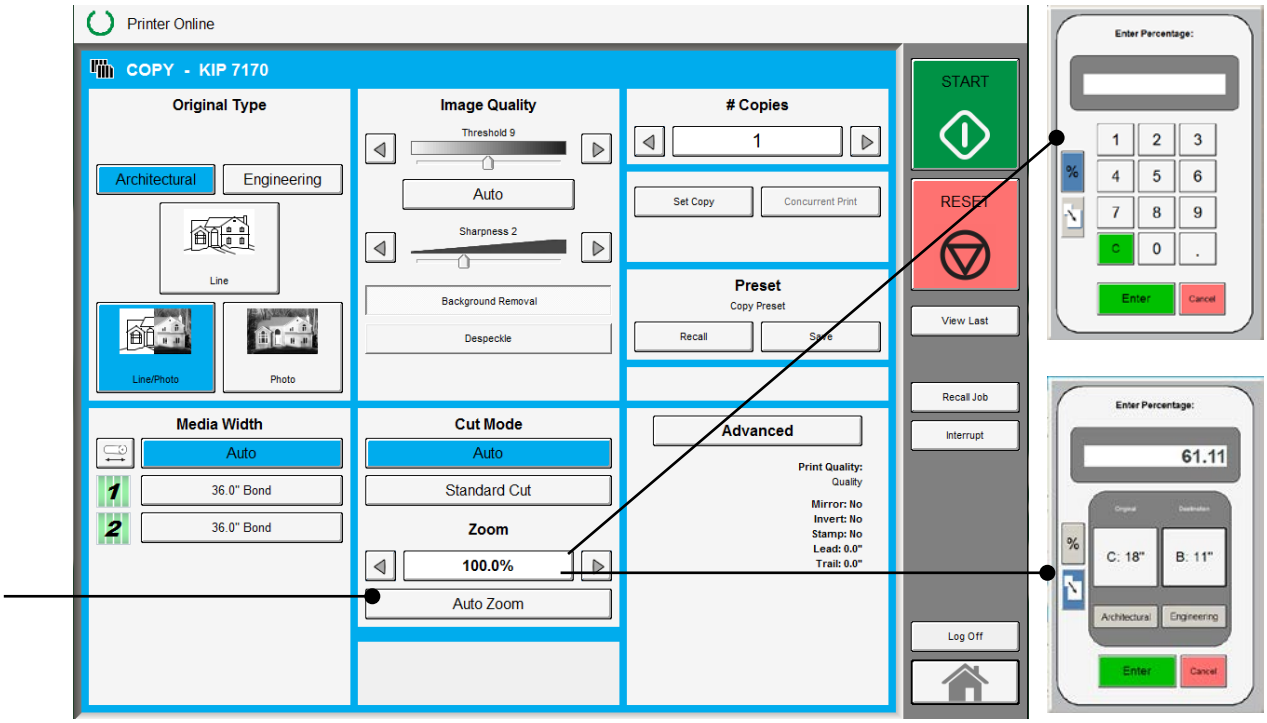
Select Auto for automatic cut length (to the length of the original) or Standard Cut for a manual length. (A number pad will request the desired length to be entered)



Size

Select

a. AutoZoom to automatically zoom to the width of paper or
b. press the arrow keys to scroll through presets ratios or
c. Press on the Zoom number to manually enter a percentage or on the key pad or choose from page size to page size.



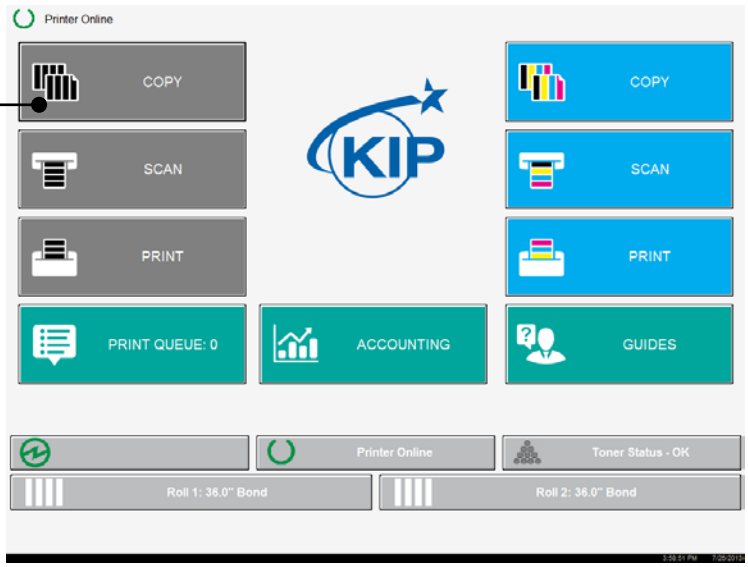
Insert Original

Using the guides on the feed table, center the original face up and push forward until the KIP System accepts it.

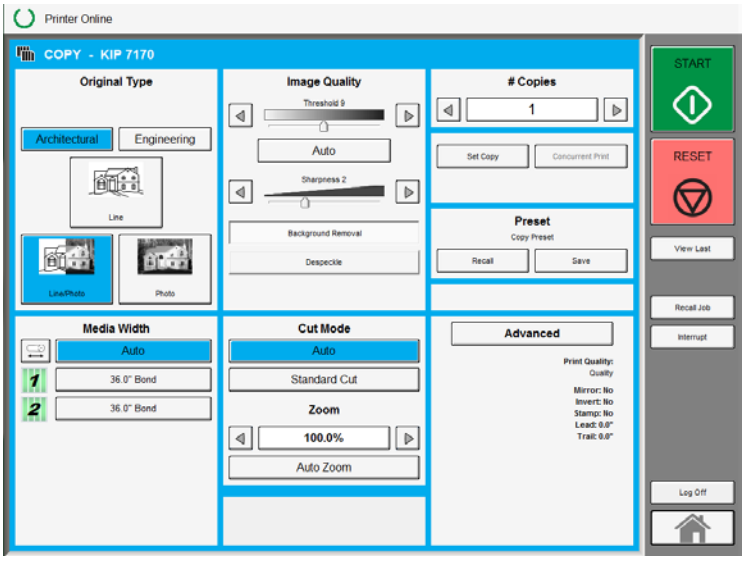
The KIP system will automatically commence to copy. While this occurs the image will be displayed on the Operator Panel for your reference.

Home Screen

From the HOME screen select the Mono Copy button to open the Copy screen.



The Mono Copy screen contains all user functions for copying. The following pages details the functions and settings of each button and sub screens that can be used to adjust the copy mode parameters to achieve the required result.

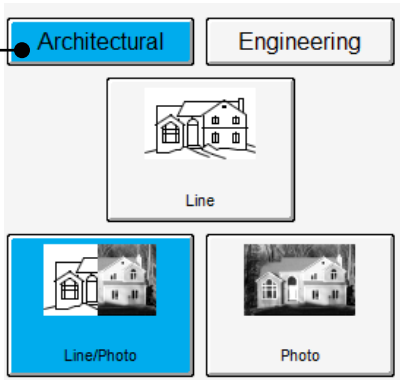


Original

This region allows the setting of the Size Mode (Engineering or Architectural) & the original image type.

Original Size Mode

These buttons are used to select the Size Mode of Engineering or Architectural.



This will allow the automatic width detection system to determine the image width when an original is placed in the KIP System.

Engineering widths = 34, 22, 17, 11, and 8.5 inches

Architectural widths = 36, 30, 24, 18, 12, and 9 inches

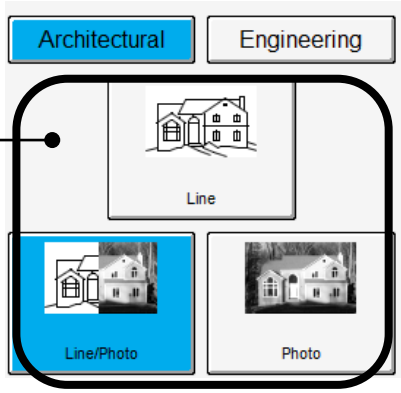
Original Type

Select one of the four different predetermined original types. The selections are:

Line- used for simple line documents

Line / Photo- used for a combination of lines & photos documents

Photo- used for photographic originals



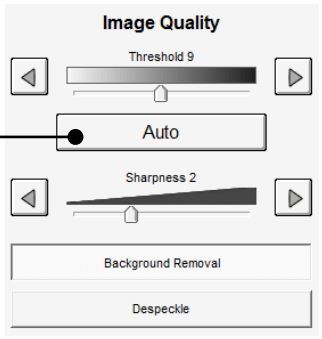
Press the desired original setting from one of the four diagrams. This will allow automatic image quality adjustments for the next scan. Please note that the selection will be highlighted and the icon will become white, as in the above example "Line/Photo".

Quality

This region is used to change the image quality settings from the automatic setting.

Automatic

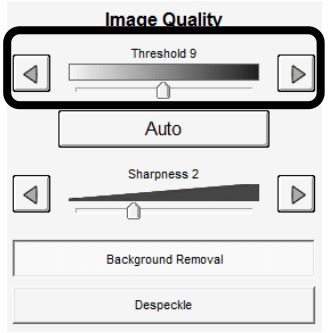
For most copies, "Auto" should be selected. This will allow the copier to automatically determine the best image settings without any user intervention (please also note "Original" in 2.2)



Threshold

To override the "Automatic" settings, "Threshold" can be adjusted. Deselect "Auto" to enable "Threshold".

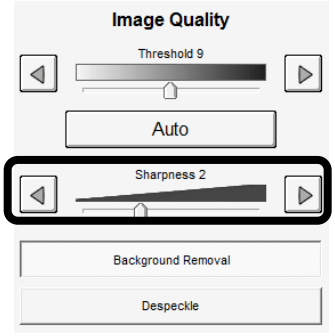
Pressing the arrows manually adjusts the threshold. This will suppress or enhance the lines and images from the original.



Sharpness

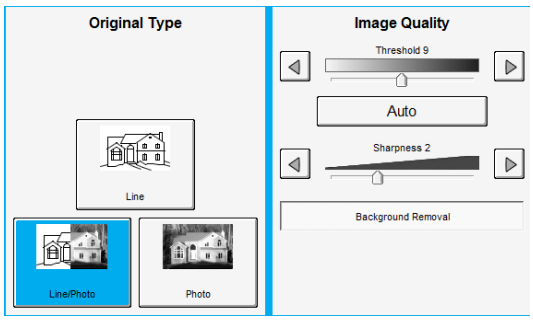
To override the "Automatic" settings, "Sharpness" can be adjusted. Deselect "Auto" to enable "Sharpness".

Pressing the arrows manually adjusts the line sharpness to remove rough lines or when photos are copied to allow for smoother graduations.

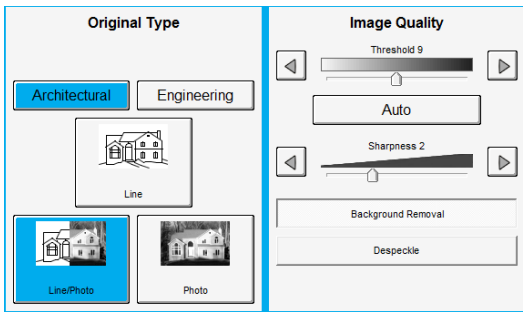


Please Note: Depending on what scanner you have connected to the KIP Printer the selections for Original Type and Image Quality will vary.

KIP 2300



KIP 720

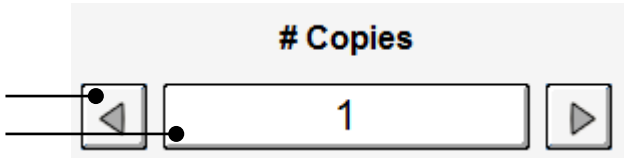


Copy Count

In this region the number of copies, and set copy / collation can be set.

Arrows - Count Increase / Decrease

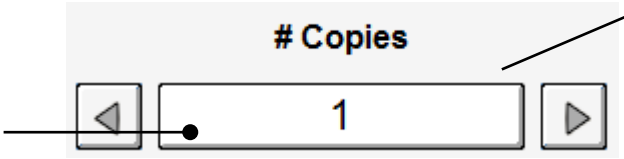
Use the arrows to increase or decrease the total numbers of copies desired by one with each press of the button.

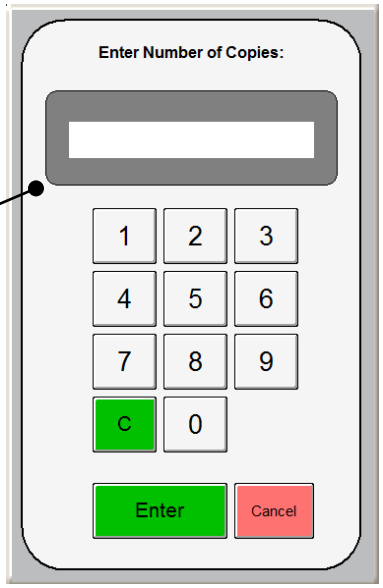


Number Pad - Count Increase / Decrease

Press the "number of copies" value (which is a button) to set the desired number of copies using a number pad. This will allow the quick entry of larger numbers.

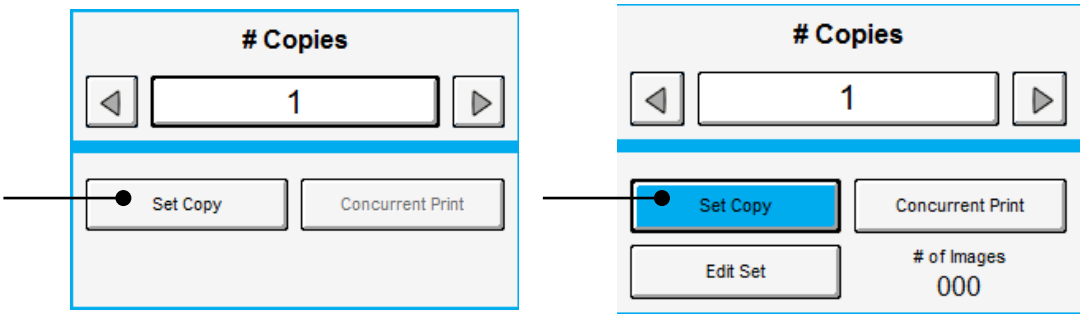
a. Press the numbers for the quantity desired. (up to 999)
b. Select "Enter".
c. If an entry error was made press "C" to start again.
d. If you wish to close the screen without changing the quantity press "Cancel".



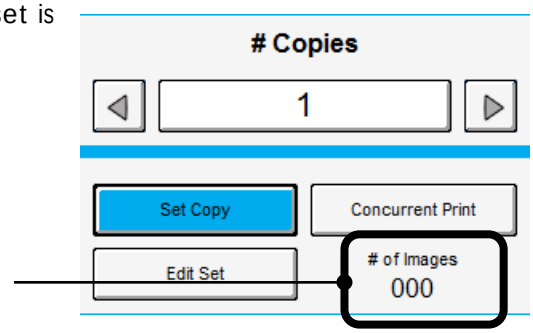


Set Copy

a. To enable collated sets or copy sets to be printed select the Set Copy button.



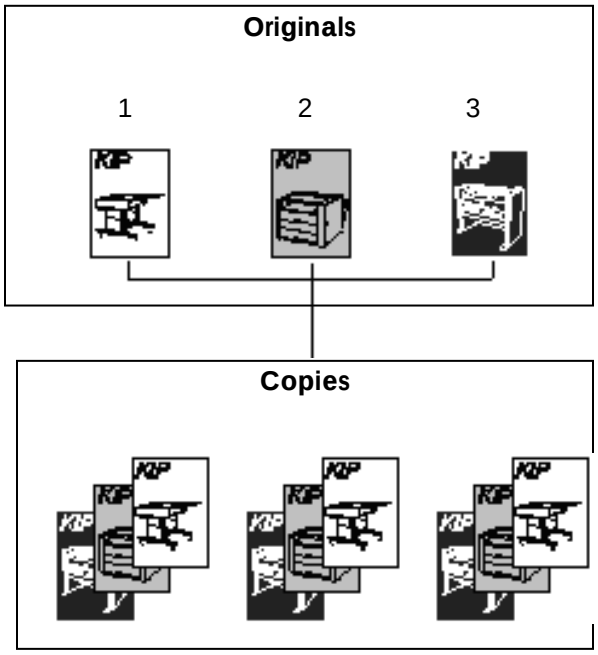
b. As originals are scanned, the total number in the set is displayed.



c. Copying will **not commence** until the set is closed. To close a set, press the start button. The set with the total number of copies will be printed.

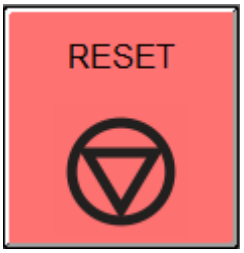
An example of Set Copy:

3 originals with 3 sets or copies



Clear

Press the clear button to reset the quantity to "1".

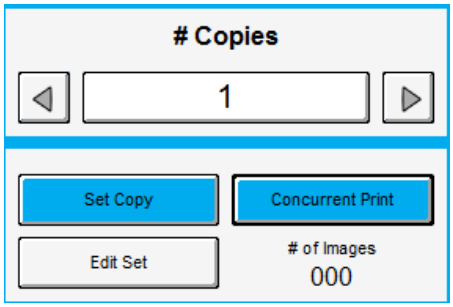


Concurrent Print

Set Copy/Concurrent Print will allow a user to receive a check print with each scanned image while creating a temporary set copy for multiple copies.

While in the **COPY** menu, touch the **Set Copy** button in order to access **Set Copy/Concurrent Print.**

1. Touch the **Set Copy** button to access the **Set Copy/Concurrent Print** feature.
2. Select the Now available "Concurrent Print" button
3. **Set Copy/Concurrent Print** will begin the set creation process.



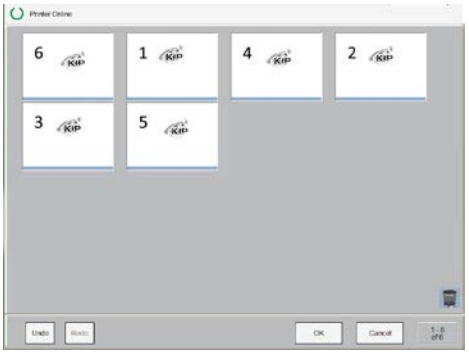
4. Please insert the first original and begin the scanning process
5. The first original will copy begin to print immediately (if there are no network print jobs currently processing)
6. Each subsequent copy will receive a check print until the entire set has been scanned
7. Press the **Start** button to begin the set copy printing process

Note: If a user has selected 5 sets for concurrent print, only 4 will be printed once the **Start** button has been pressed. The first set of the 5 has already been printed with the check print of each scanned original.

Set Copy Editor

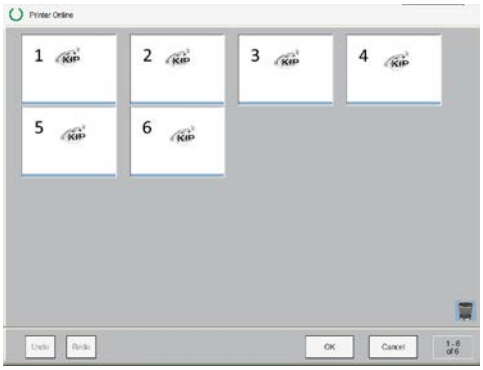
Set Copy Editor allows the user to scan in a set of files in any order and rearrange them after they have been scanned prior to printing them out.

Original set of scanned files out of order.



- Files can be manipulated for the proper print order with a simple drag and drop on the touch screen.
- Drag and zoom to a specific area on the file.

Original set of scanned files rearranged for correct print order.



- Undo – Undo the order in which the files have been arranged.
- Redo – Put files back the way they were arranged.
- Accept – Accept the order the files have been rearranged.

Preset Schemes

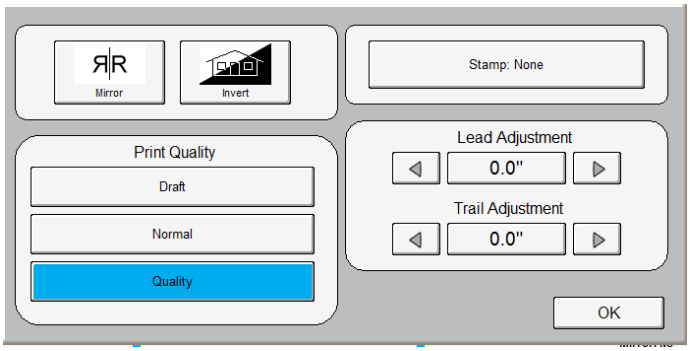
Preset Schemes allow the user to set up and save multiple schemes (unlimited number) to go along with the different types of files being used.

Schemes can be named relevant names and then later restored again when needed. Preset being used is displayed above preset buttons.

Selecting Recall brings up the "Please Pick a Copy Scheme" allowing the user to choose from multiple saved schemes.

Advanced Options

The Advanced Options section contains the additional parameters on a sub screen:

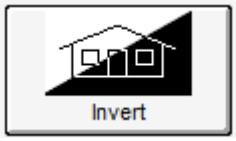


Mirror

Select this button to "mirror" a scan. This can be utilized on originals that may have the actual image on the reverse side such as older "sepia" or "film" documents.

Invert

Select this button to change a region of white to black and black to white of a scanned document. This is normally used for "negative" documents or "blue prints".

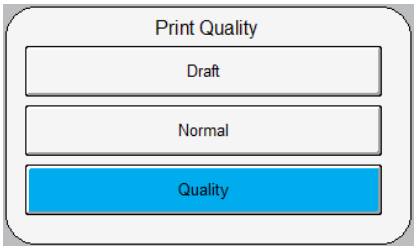


Copy Quality Settings

On the KIP COPY screen, it is possible to select varying copy quality settings in addition to Original type settings.

Select the desired Print Quality.

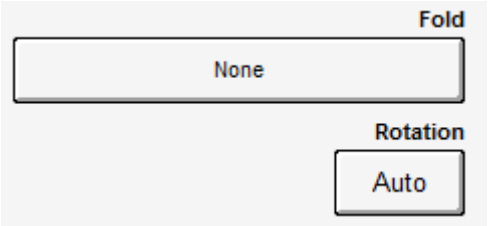
- Draft mode will decrease the scanner DPI while increasing scanning speed
- Normal mode will increase the scanner DPI while decreasing scanning speed
- Quality mode will increase the scanner DPI while decreasing scanning speed



Note: Quality is the default value

Fold

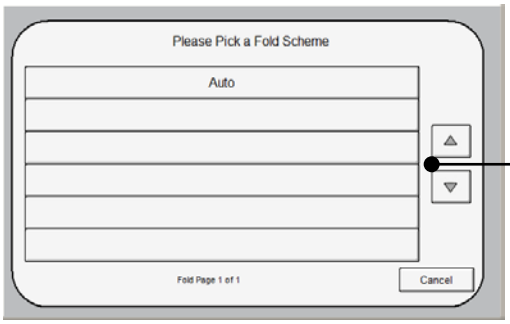
Select “Fold” to display the fold sub screen (button will be available if Fold option is turned on in “Configuration Screen”). This will allow the selection of a “Fold Pattern” to be applied to the copy.



a. Use the Arrow buttons to scroll through the available folds and select a desired fold from the list.

b. The fold selected will be displayed in the Advanced Options section.

c. Select OK.



NOTE

The list of “Folds” is loaded into Copy Mode by the system administrator or key operator. They cannot be altered or modified in any manner on the UI.

Please contact these persons for any additional stamps that may be required.

Please see “KIP Request” for these functions. An optional KIP Folder must be purchased to enable these functions.

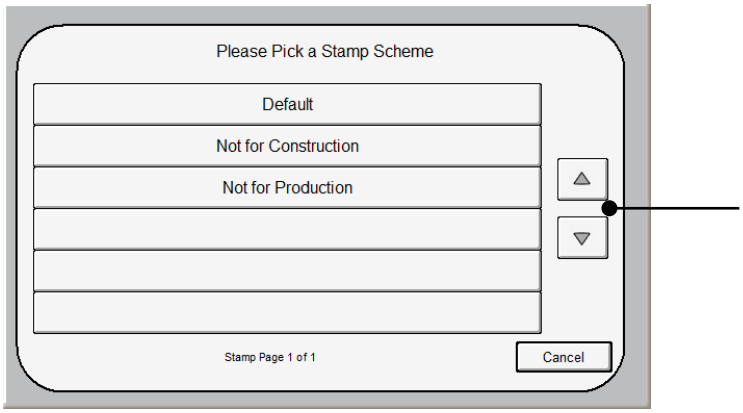
Stamp

Select “Stamp” to display another sub screen. This will allow the selection of a “Stamp” or “Water Mark” to be placed on the scanned image. It will be imbedded into the image.

a. Use the Arrow buttons to scroll through the available stamps and select the desired stamp from the list.

b. The Stamp button will now display the Advanced Options section.

c. Select OK.



NOTE

The list of “Stamps” is loaded into Copy Mode by the system administrator or key operator. They cannot be altered or modified in any manner on the KIP printer’s UI.

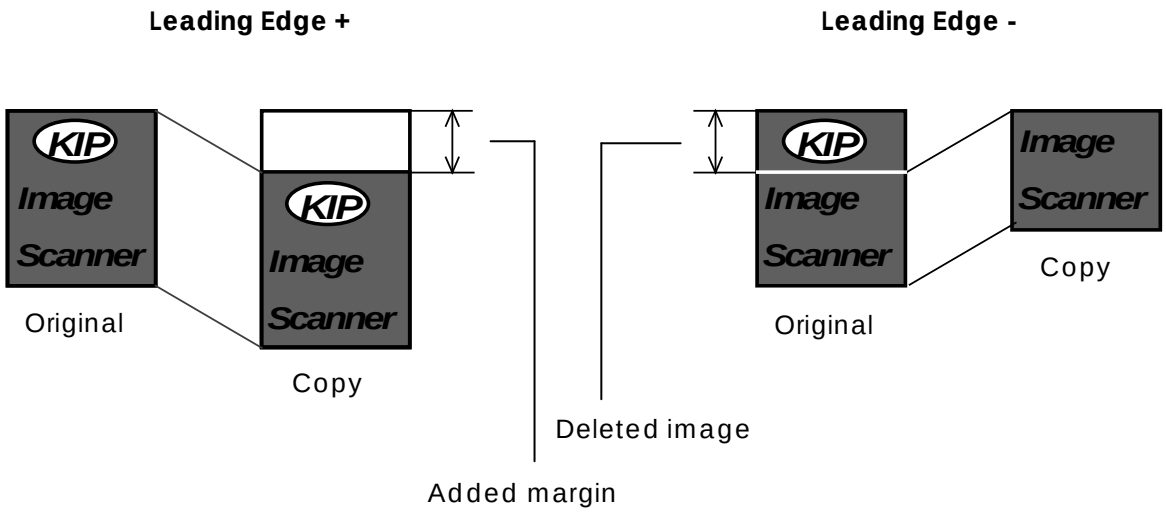
Please contact these persons for any additional stamps that may be required.

Please see “KIP Request” for these functions.

Lead Edge Adjustment

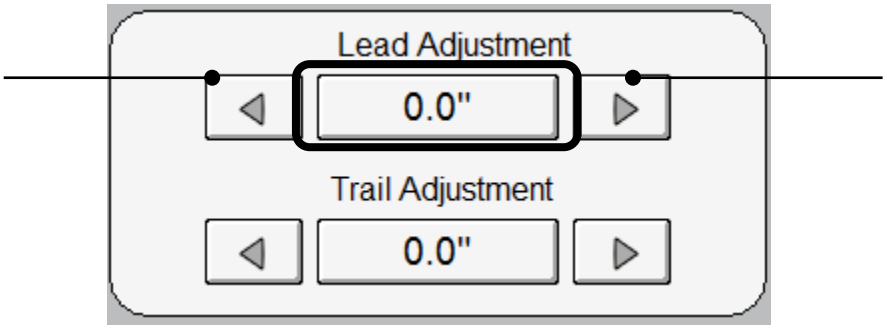
The Lead edge of each copy can be altered. (+/- 4")

a. Additional void area can be placed on the bottom of a copy or
b. Image can be removed (such as a binding strip or a file hanger)



To adjust the Leading Edge, use the arrows to denote the quantity you wish to add or remove.

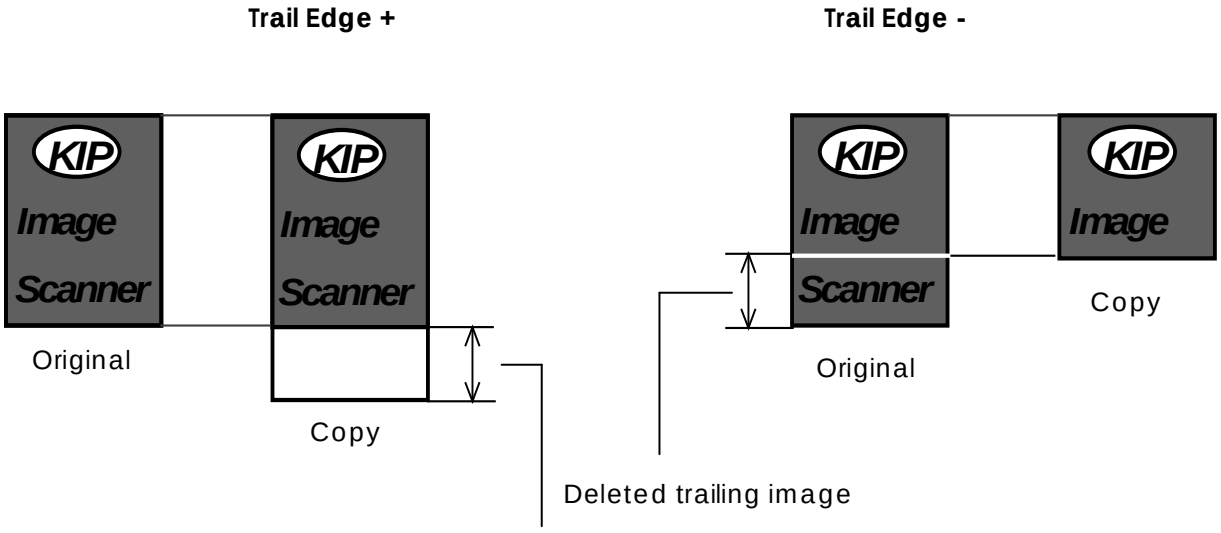
Touch the value displayed area to reset the quantity. Lead Edge adjustment is a value of +/- 4" and is an actual addition or subtraction of media.



Trailing Edge Adjustment

The trailing edge of each copy can be altered. (+/- 4")

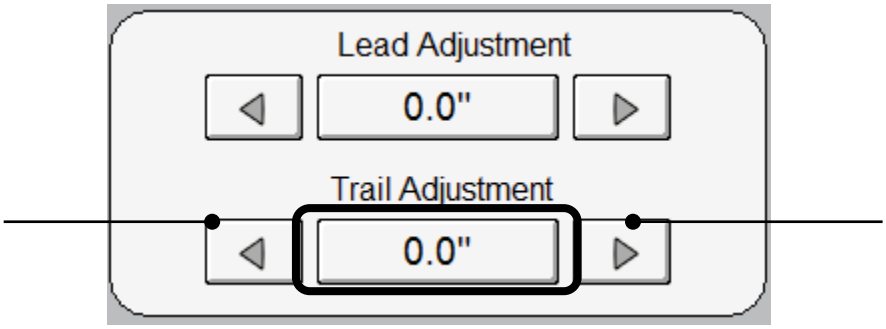
c. Additional void area can be placed on the bottom of a copy or
d. Image can be removed (such as a binding strip or a file hanger)



To adjust the Trailing Edge, use the arrows to denote the quantity you wish to add or remove.

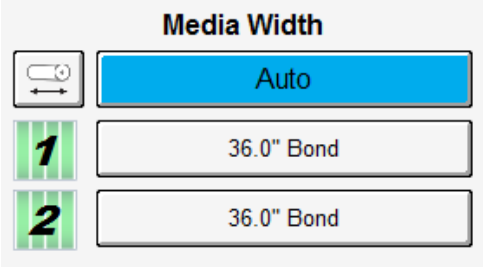
Touch the value displayed area to reset the quantity.

Make any of the required adjustments / selections and press "OK" to accept. The selections will now be displayed on the main Scan screen. Lead Edge adjustment is a value of +/- 4" and is an actual addition or subtraction of media.



Width

This region allows automatic or manual roll selection, roll size display, cut sheet media, the roll amount remaining and to set the installed media type and width.



Auto

This default setting allows the copier to automatically select the best media roll width to print the image onto. It selects the roll noting the amount of image area to prevent surplus media consumption. (applies to the option - two or more rolls model)

Example:

22” original

36” and 24” bond media installed

Original is 22” wide

36” installed

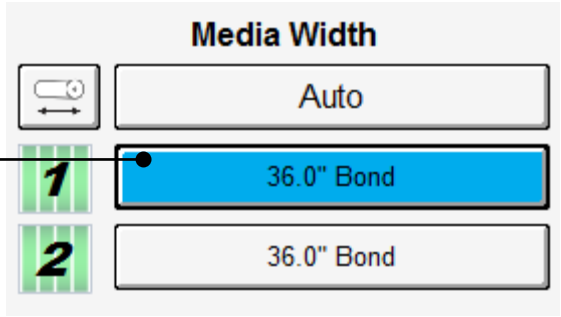
Excess non-imaged media

24” Installed

Has the best image to media fit therefore this roll will be used

Manual Roll Selection

To select a roll deck, press the roll deck desired. Note that the roll information is displayed in the roll deck button.



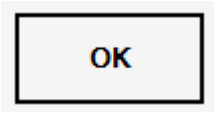
Enabling Cutsheet

Some KIP printers are equipped with a cut sheet feeder that can be enabled in the configuration menu of the UI.

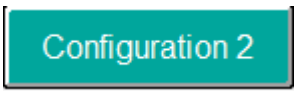
This can be accomplished by following these steps

1. Select the Guides button in from the Home Screen of the user interface.

2. Select the OK Button

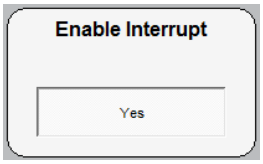


3. Select the Configuration 2 button from the Info/Help screen.



4. Using the Left/Right arrows located at the bottom of the page scroll to page one (1).

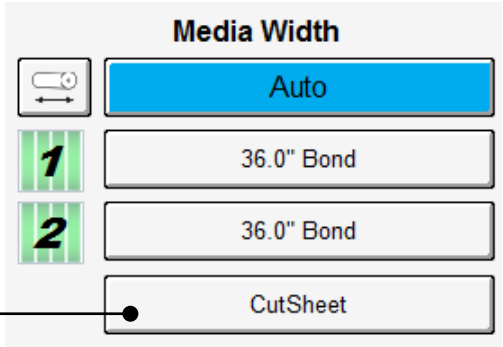
5. Change the Enable Cut Sheet button to “Yes”.



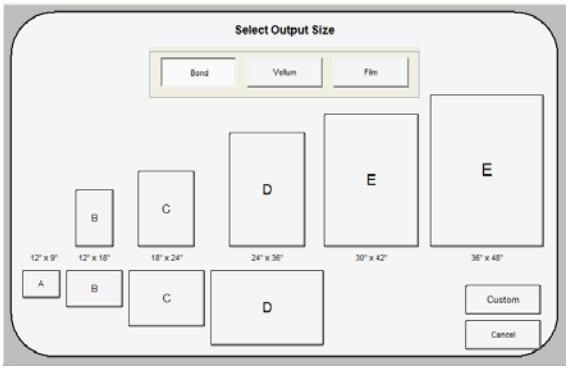
Cut Sheet

To copy onto a cut sheet of media:

a. Select the CUT SHEET button on the main screen.



b. Select the Output Size of the actual cut sheet paper that will be inserted into the Cut Sheet feeder.



c. Select desired settings from the main copy screen. Feed your original (s) into the KIP System.

d. Prepare Cut Sheet Feeder on your printer and WAIT until prompted by the UI.

e. Insert the media into the Cut Sheet Feeder.

Note:

Only one cut sheet may be fed at a time & this function will time out after 3 minutes if no paper is inserted.

Note:

DO NOT insert the cut sheet media into the feeder while printing from a roll deck, as this may cause the printer to jam.

Copying to Multiple Cutsheets

a. Follow steps above
b. After a short period of time the Printer will beep notifying the user to insert the cutsheet into the Cutsheet feeder, the Job Info button will also be flashing.
c. Once the cutsheet has been printed there will be a short pause and the printer will start to beep again. Insert the next cutsheet into the printer
d. Continue for multiples.

Note:

Only one cutsheet may be fed at a time and will time out after 3 minutes if no paper is inserted.

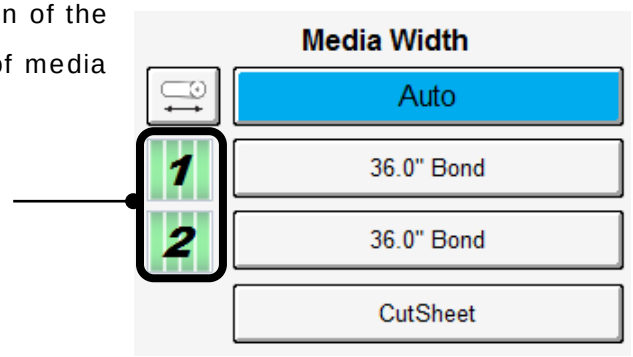
Note:

DO NOT insert the cut sheet media into the feeder while printing from a roll deck, as this may cause the printer to jam.

Media Remaining

The installed roll information is displayed in the button of the particular roll deck. Beside each deck is a volume of media that currently is left on the roll of media.

Indicators will display full, ¾, ½, ¼ or empty.

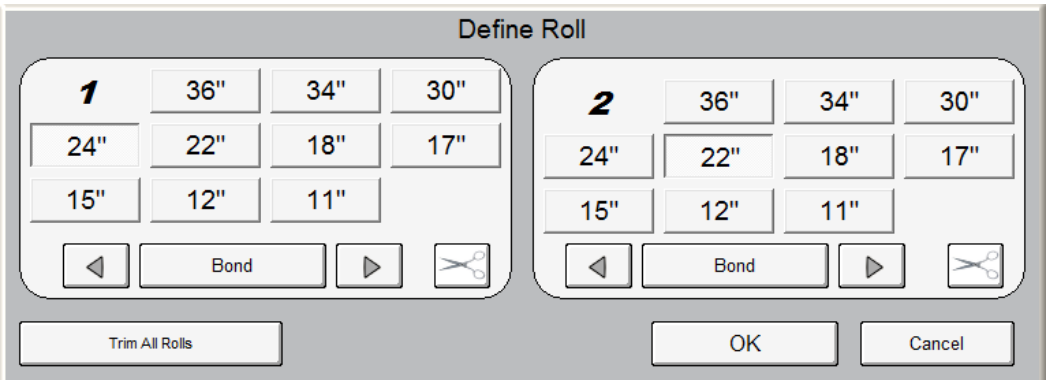


Installing Roll Media

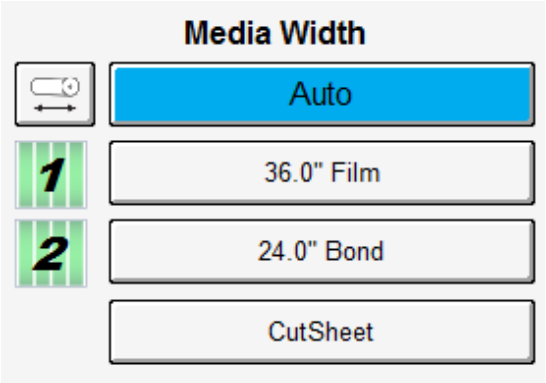
When media is replaced or installed, a screen will automatically appear. This screen allows the setting of the media type & width. Please see the KIP Printer manual for the procedures to replace a roll of media.

a. If no changes are required, press cancel

b. If changes are required from the currently settings displayed, select the correct media type and size for each deck and press OK.



This screen shows 36" Film for deck one, 24" bond for Roll deck 2. Media types settings noted above can be changed at any time by pressing the Media button on the main Copy Screen.



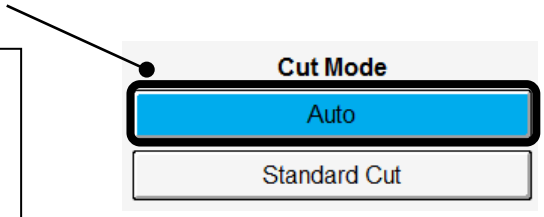
Length

Two methods determine the length of the copy in the KIP printer. These two methods are Auto (may also be known as Synchro Cut or Automatic Cut) and Standard Cut.

Auto

This mode allows the media length to be determined by the original length. This also takes into consideration any enlargements or reductions that are applied to an image as well, to prevent excess media without image.

> **NOTE**
>
> Auto Length works in conjunction with Auto Roll noted in 2.6.1.

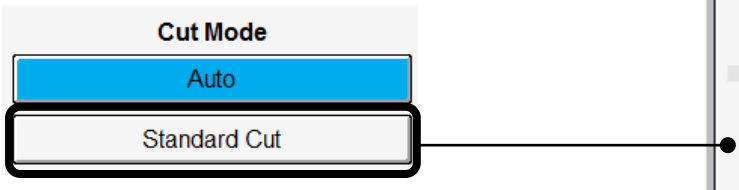


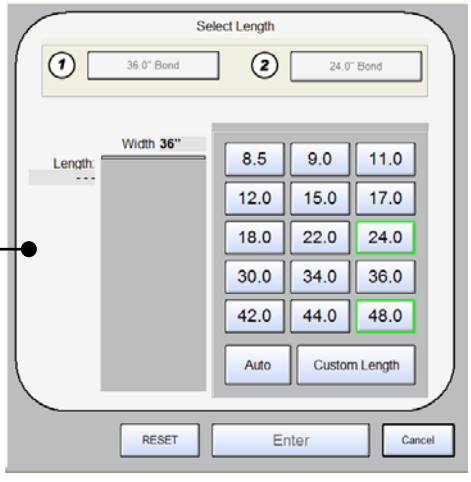
Standard

This mode allows the media length to be determined by a standard length or a length set manually by the user with a number pad.

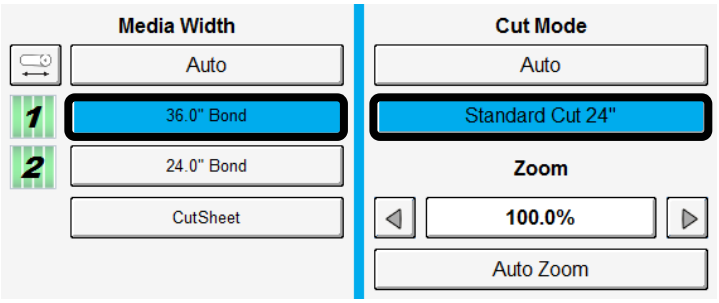
a. Select Standard Cut. A sub screen will appear. When Standard is used, the roll must also be selected.

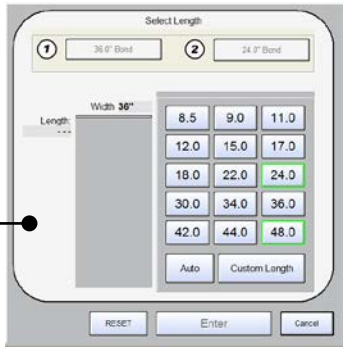
   If Auto Roll is selected in the **Media** region the following screen will appear, prompting the media to be selected. Select the roll.





If a roll is already selected in **Media,** then the following screen appears now only requesting the length.

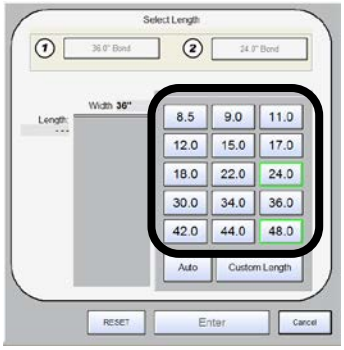




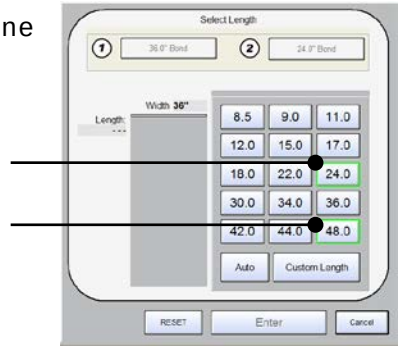
b. Once the roll is determined (if so required) the length can now be set.

- Standard Length
- Auto Length
- Custom Length

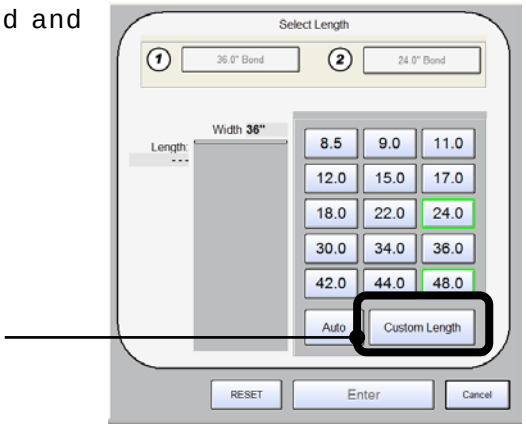
c. Standard Length – use an industry standard length. Select the length and press Enter.



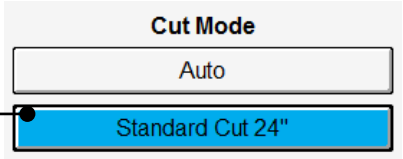
d. Auto Length – uses the length of the original to determine the copy length. Select and press Enter.



e. Custom Length – set the custom length in the key pad and press enter

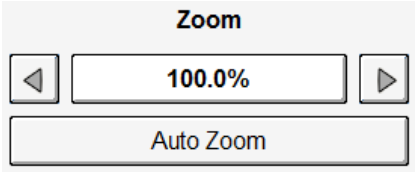


f. The cut length will now be displayed in the main Copy screen in the Standard Cut button.



Zoom

Image size / Zoom can be altered in this region on the UI. This includes automatic zooming, predetermined percentages, or ratio calculations to page size, and simply percentage increments.



Preset Percentages

The KIP printer has several predetermined industry standard zoom percentages used for quick access. These can be access with the arrow buttons.

The pre-programmed percentages are:

25.0% → **50 - 66.7 - 70.7 - 100 - 141 - 150 - 200** → 400.0%

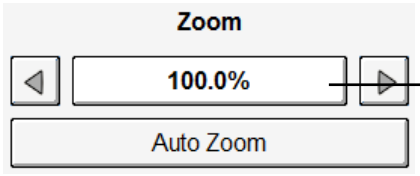
Percentage Key Pad

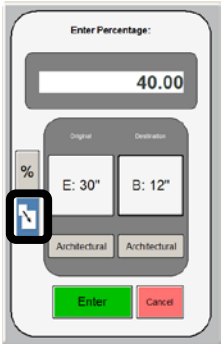
To enter a percentage directly into the UI,

Press on the Percentage value displayed (the number is a button).

This will show a keypad to enter the value. (Please note that the button Manual on the side is a default.)

Press the desired zoom value and press enter.





Page Size Zoom

To enter a zoom percentage based on pages sizes into the UI:

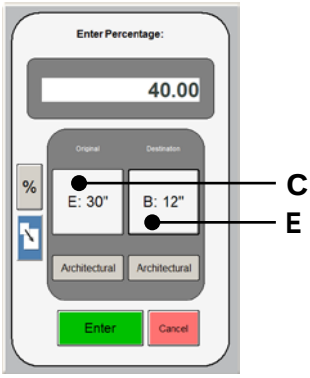
a. Press on the Percentage value displayed (the number is a button).
   This will show a keypad to enter the value.
b. Select Standard button.

Select the original page size by pressing onto the original page size button.

Please note either Engineering or Architectural mode can be utilized by pressing on the button below the original page size.

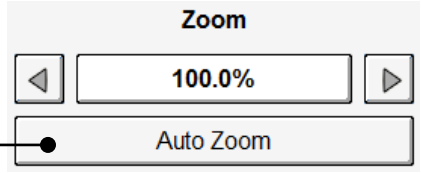
Select the desired Copy page size. Again please note either Engineering or Architectural mode can be utilized.

Press **Enter** to confirm your selections or **Cancel** to restart.



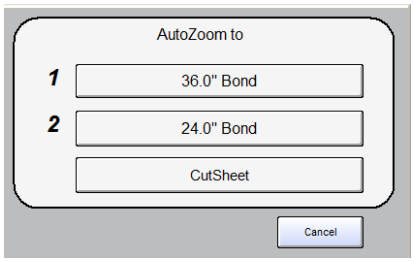
Auto Zoom

Press the Auto Zoom bottom to enable this function. Auto Zoom features works in conjunction with the roll selected to scale the image to the selected roll width.



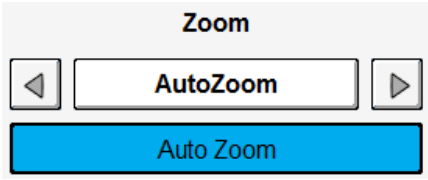
a. If a roll is selected in the Media region the zoom from the original will automatically fit the width of the selected roll.

b. If a roll is not selected (Auto is currently selected), roll selection is requested prior to the function of Auto Zoom. If cut sheet is used then it will use the values set in the Cut Sheet button in Media.



Clear

To reset the percentage value to default, select the Auto Zoom button again.



Start

The copier is always set to "Auto Start". That is when an originally is inserted into the KIP System, it will start without other user intervention.

The start button is used when a job is recalled. The start button will "start" the job if depressed after 'Recall". (The name will change to "Re-print")

View Last

The last documented scanned to be copied be viewed.

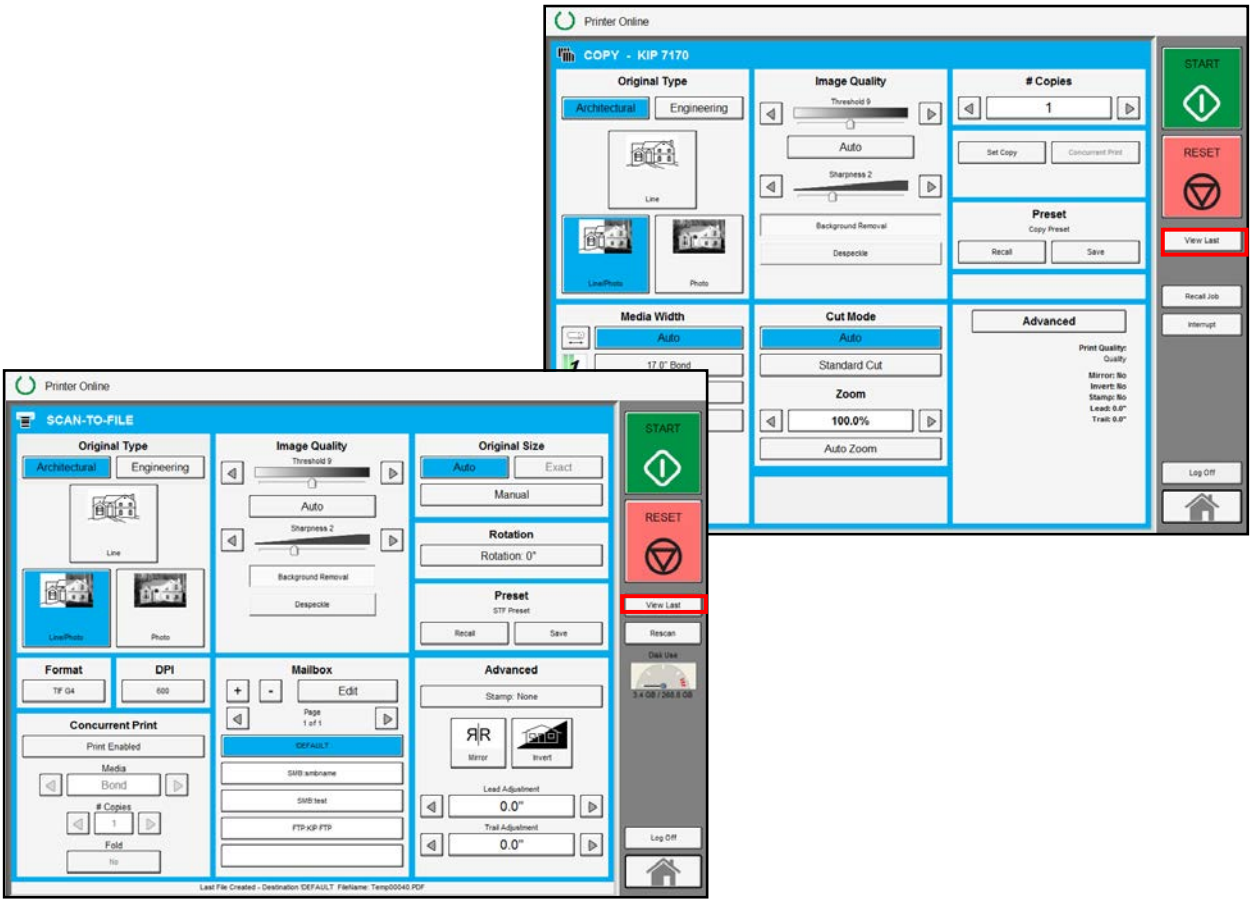
KIP Multi-Touch Software

Multi-Touch Viewer

The new KIP Multi-touch viewer is utilized for all of the KIP Multi-touch applications including:

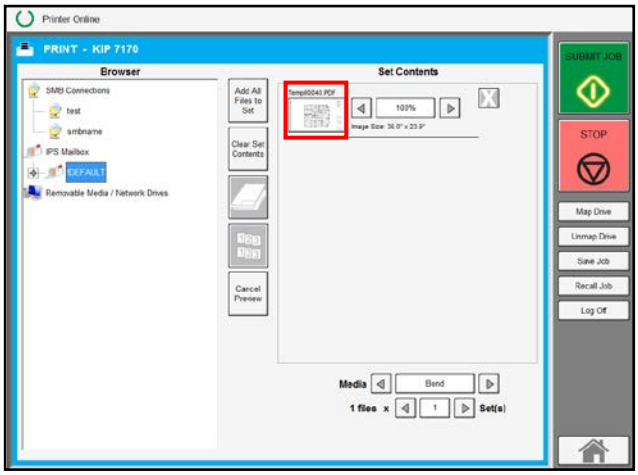
- Mono Copy
- Mono Scan
- Mono File to Print
- Color Copy
- Color Scan
- Color File to Print

In Copy or Scan modes, scan a document and select the View Last button.



KIP Multi-Touch Software

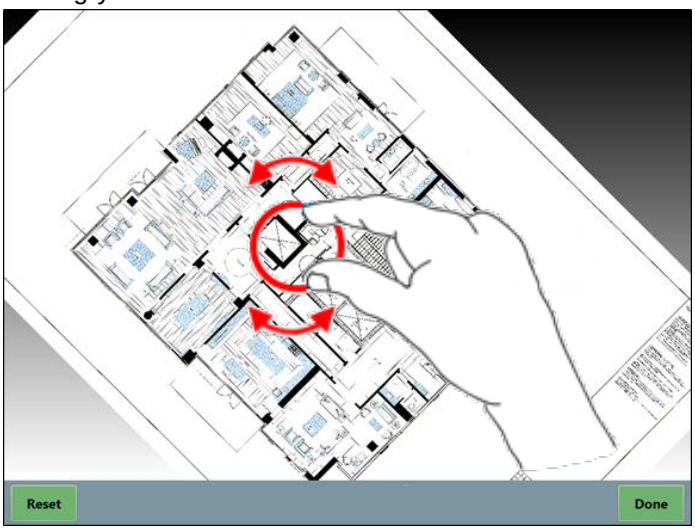
In Print modes, select a file and click on the thumb nail preview.



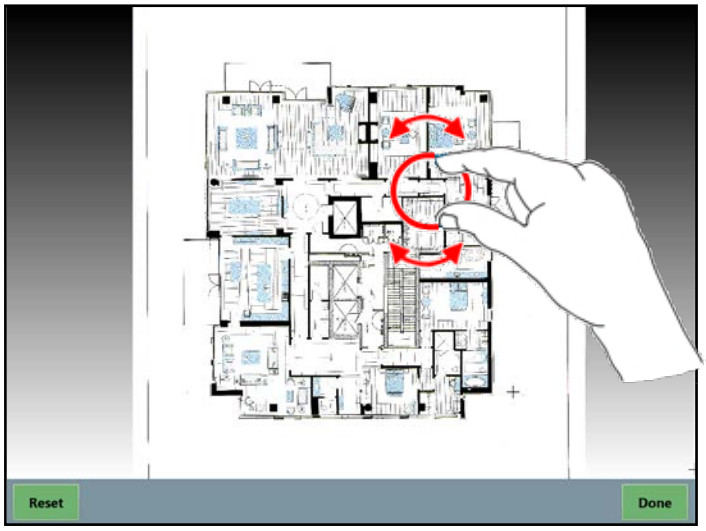
The document will open full screen in the Multi-touch viewer.

KIP Multi-Touch Software

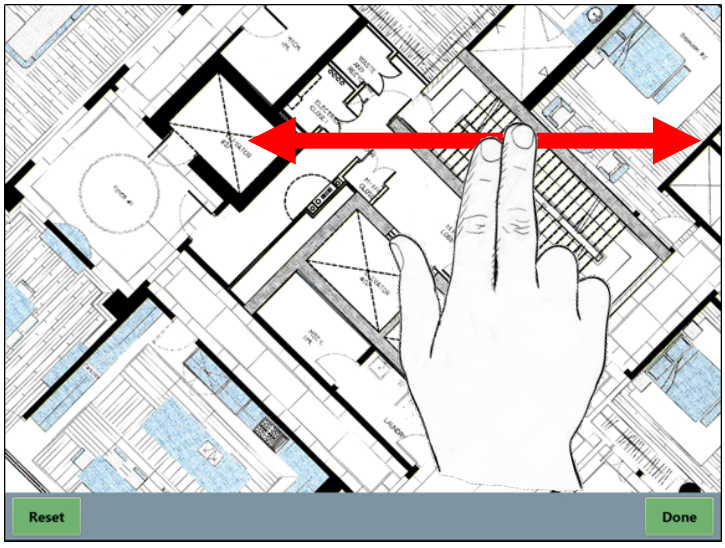
Use your fingers to perform multi-touch gestures when viewing your document.



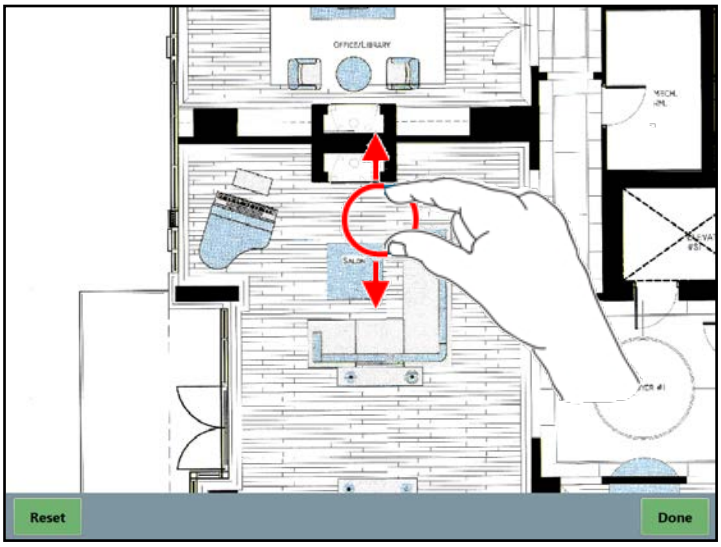
Rotate the view of your document to 90, 180, 270 or 360 degrees.



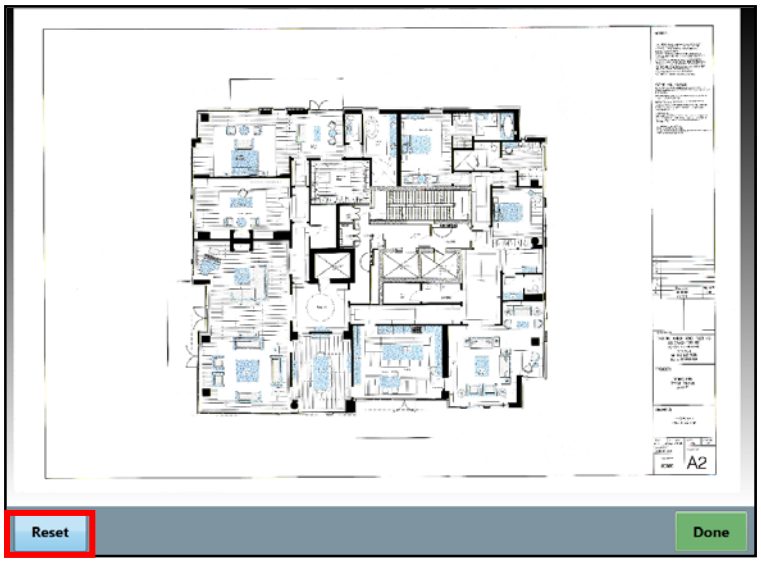
Swipe left or right to Pan through your document from side to side.



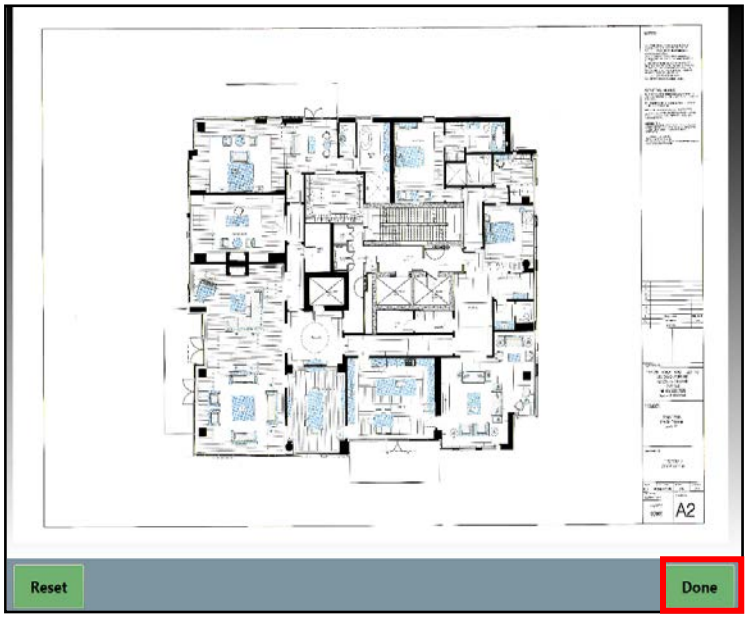
Zoom your document to a specific area of interest.



When finished viewing, select the Reset button to return to original view.



Select the Done button to return to Copy, Scan or Print screen.



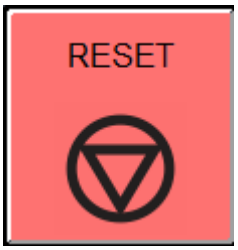
Recall Job

The last set or single copy can be recalled to be resized or to switch media type. After a job is recalled, make the required changes and then press “Start”.

Stop / Reset

This button has two functions.

1. Press the Stop button to stop the current scan. The original will be ejected automatically. If not, open Top Cover to remove the original.
2. Press the Reset button to restore the “default settings” in Copy Mode. Some of the default settings are determined in the Information / Help Screen of the UI. (see Copy Mode Configurations chapter)



Interrupt

Network printing can be interrupted between collated sets of documents. Press the Interrupt button to pause the queue and allow a more urgent file to be copied. For example if a file is needed right away and there is a job in the queue that has 20 sheets and 10 sets are being printed this can be interrupted when one of the sets finishes printing. After the urgent file is printed the sets will continue to print.

Log Off

This button only appears when “KIP Track” functions are enabled. This allows the current user to cease all KIP printer functions after the user has performed the required copies. (after the code was entered to enable Coping)

Please note that the KIP printer will also automatically logoff from the current user after 180 seconds of no copy function activities by a user.

Image Shift (2300 Only)

This button only appears when a 2300 scanner is connected to the KIP Printer.

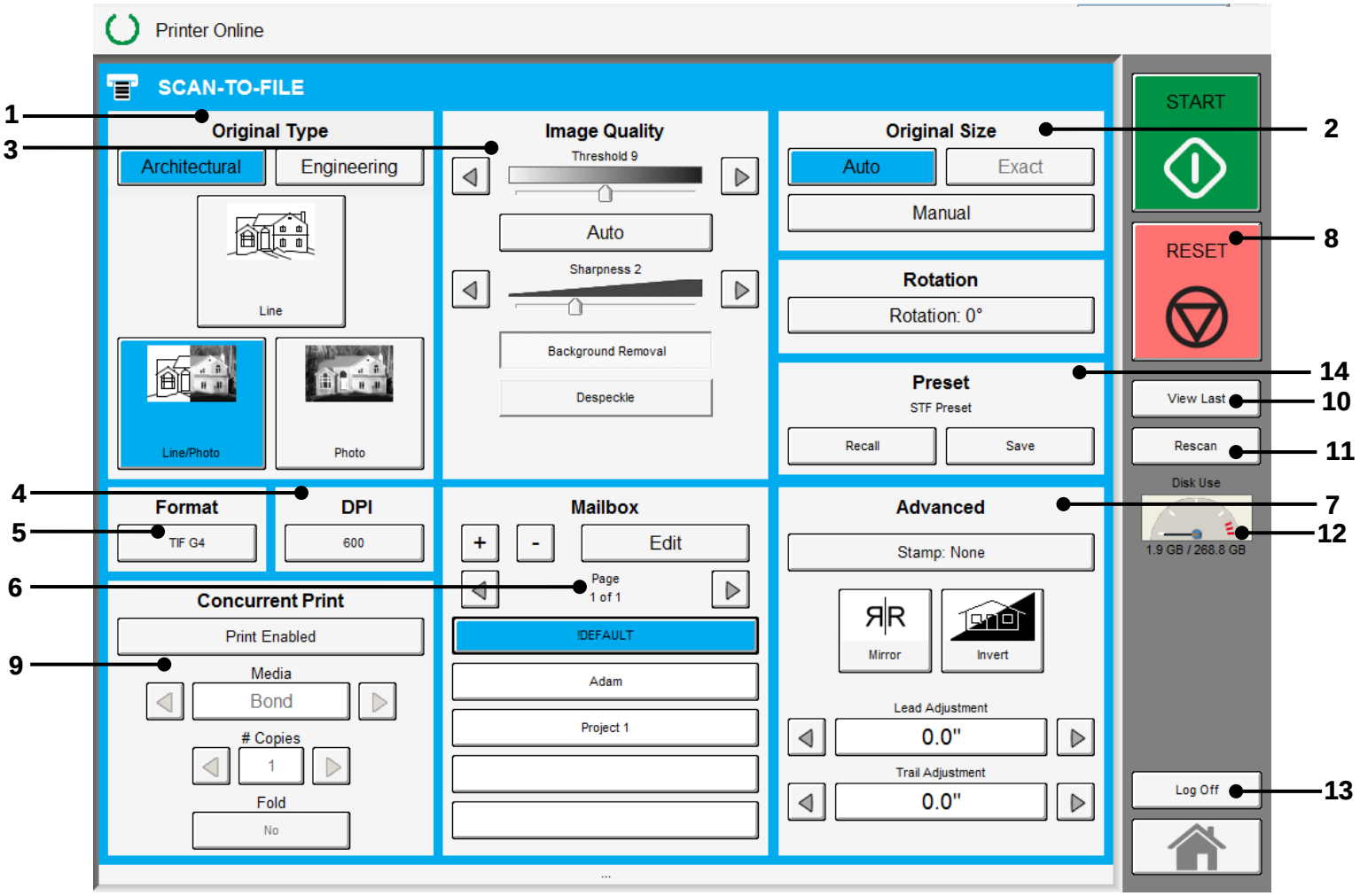
This button allows the user to shift the image to the left, right or center.

Scan Mode – Monochrome

Select Scan Mode

On the Home screen of the UI, select “Black and White Scan-to-File”

Main Screen



KIP Multi-Touch Software

Button Name	Function
1. Original Type	User Selects the type of original to scan. Also select either Eng/Arch Mode here.
2. Original Size	Use automatic settings or manually set width, length and rotation of the images.
3. Quality	Select Auto or Manual image adjustments
4. DPI	Scroll through final image resolution. (DPI)
5. Format	Scroll through formats the scanned file will be saved to.
6. Mailbox	Select where the image will be stored after the scan (KIP printer, FTP, LAN PC etc).
7. Advanced Settings	Invert, mirror, stamps, and edge adjustments preformed / displayed in this button (sub screen)
8. Reset / Stop	Resets the system to default settings. Stops a scan in process
9. Concurrent Print	Enables the ability to scan to file and get a print at the same time.
10. View Last	View the last scanned image
11. Rescan	Rescans the last image (replaces)
12. Disk Use	Shows how much data is being stored on the KIP's Hard drive
13. Logoff	Allows the user to manually log off of the system.
14. Preset Scheme	Save Multiple Scan Schemes for different File types.

Simple Scanning

To scan to file, please follow these basic steps.

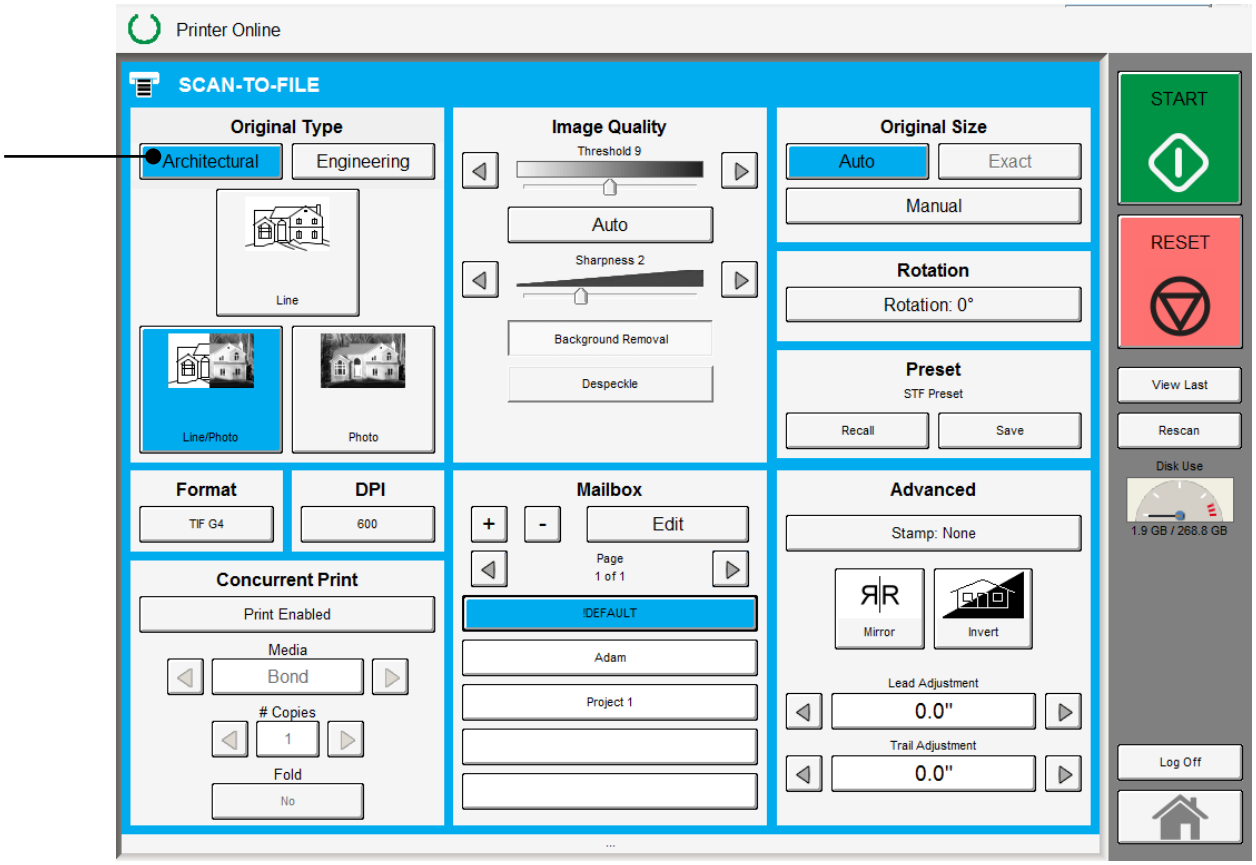
The following chapters have details on adjustments and parameters that the user can change to modify the scans.

Select Size Mode

Select whether the document is an engineering or architectural size document. This will allow the automatic width detection to function.

Engineering widths = 34, 22, 17, 11, and 8.5 inches

Architecture widths = 36, 30, 24, 18, 12, and 9 inches



Select Original Image Type

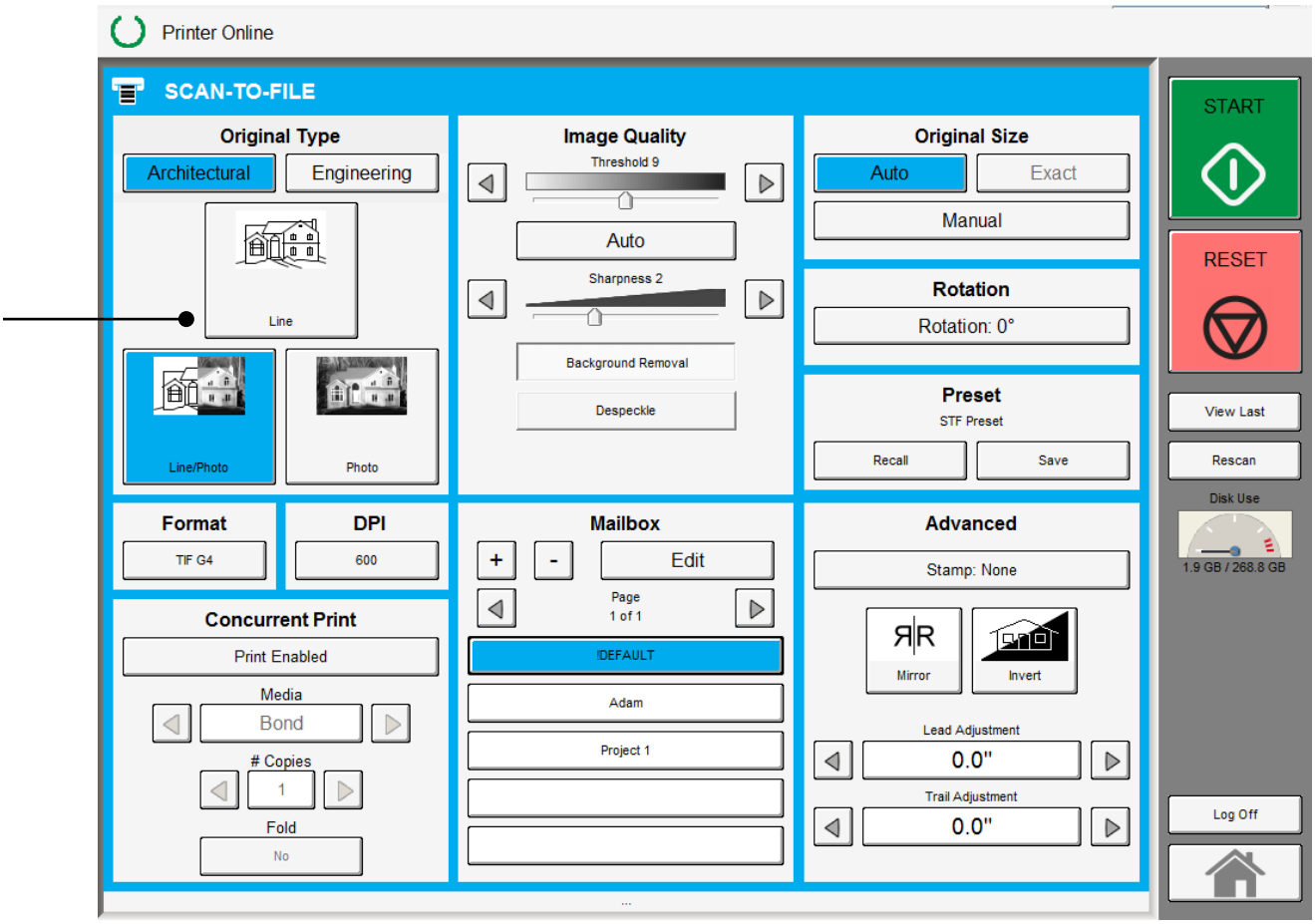
Set the Original Image type you will scan. The selections are:

Line- used for simple line documents

Line / Photo- used for a combination of lines & photos documents

Photo- used for photographic originals

This will allow automatic image quality adjustments for the scan.



Select Format

Press the button to scroll through the file formats available.

TIF-G4 - tif format Group 4 level compressed

TLC - KIP format compressed

CAL-G4- Cals Group 4 level

PDF - PDF Level 3

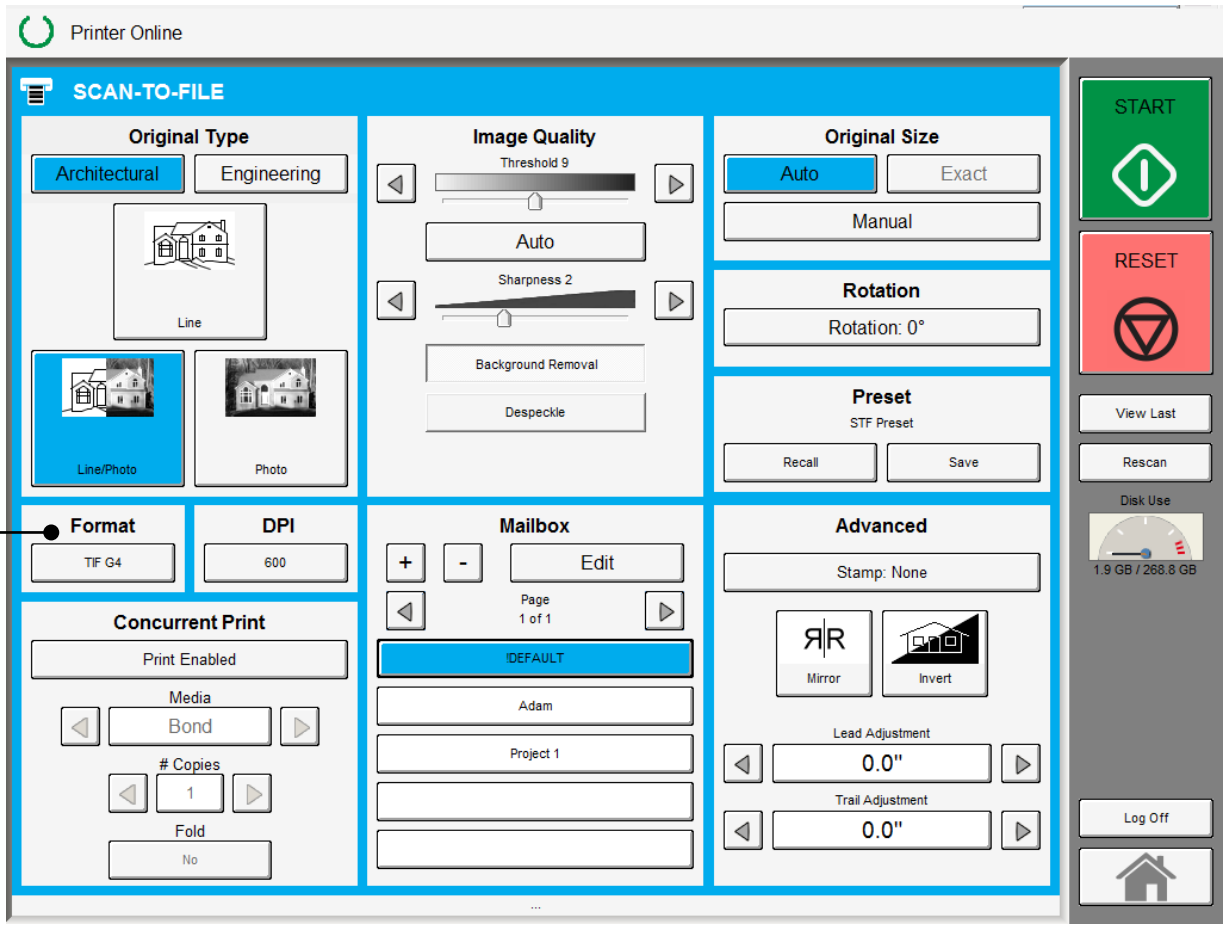
DWF- Design Web Format (AutoCAD)

Multipage TIF-G4- Tif format Group 4 level compressed

Multipage PDF- PDF Level 3

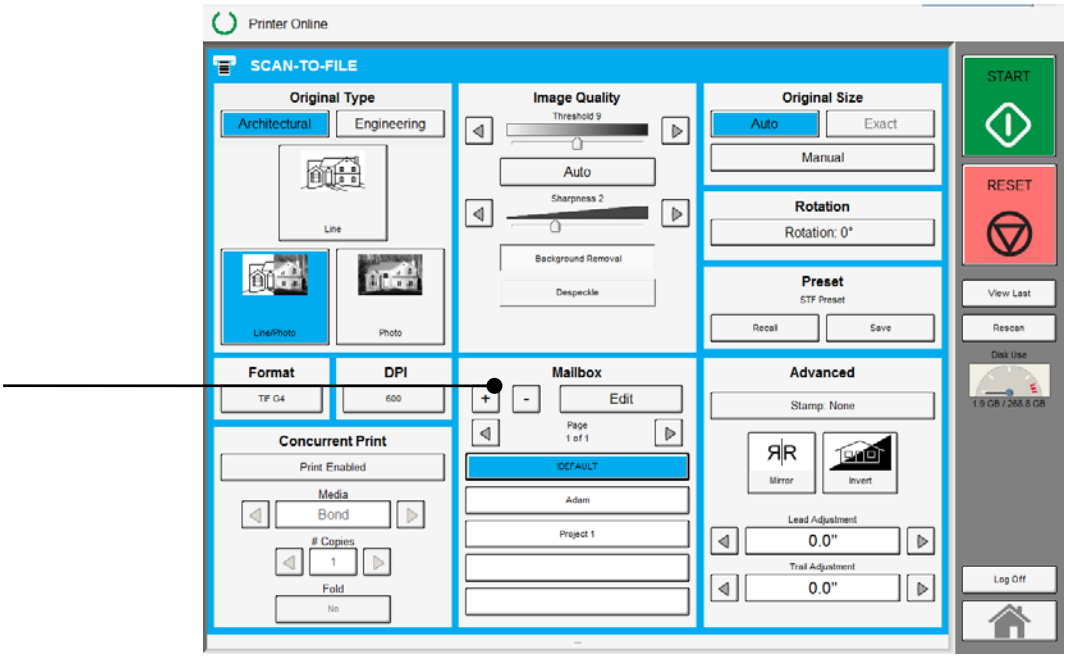
Multipage DWF- Design Web Format (AutoCAD)

Select the type you require which will save the file in this format.



Select Mailbox

Select the location to where the file will be saved. Use the "Page Arrows" to view other choices currently available.



Mailboxes locations can be:

Local – Stored on the KS8 Controller

SMB – Shared folder at a location set up by

USB – User's USB (flash) drive IT Admin

FTP - Folder at a location set up by IT Admin

Google Drive – Scan directly to Cloud Location

SkyDrive– Scan directly to Cloud Location

DropBox – Scan directly to Cloud Location

Box.com – Scan directly to Cloud Location

NOTE

The Mailboxes are predetermined by the system administrator or key operator. Please contact these persons for any additional locations that you may require. The "Mailbox" button will allow for additional location entries.

Insert Original

Using the guides on the feed table, center the original face up and push forward until the KIP System accepts it.

The KIP System will automatically commence to scan. While this occurs the image will be displayed on the Operator Panel for your reference.

Retrieve the File

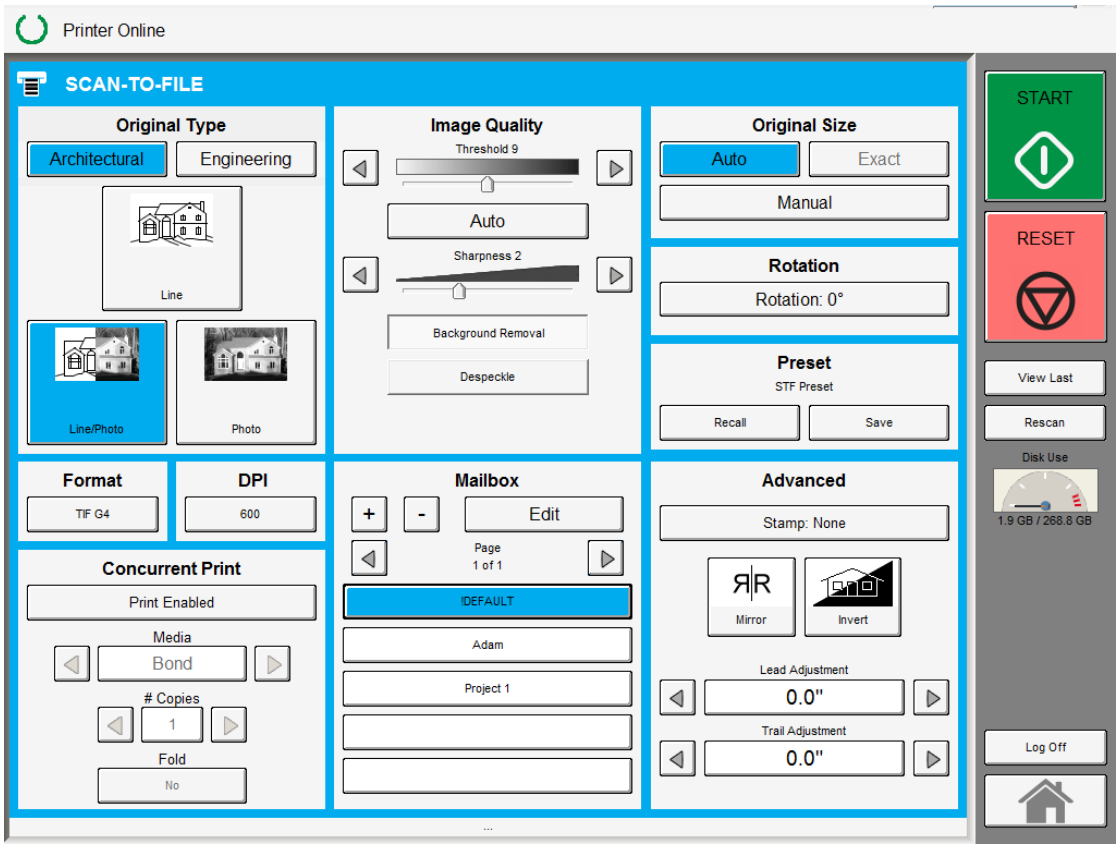
Depending on the "Mailbox" you may now access your scan from a PC connected to the LAN. This includes:

a. from a FTP site (using Microsoft Windows Internet Explorer or other FTP software)
b. from the "KIP Mailbox" utilizing "KIP Print or KIP PrintNet" to access the document.
c. from SMB location
d. from USB device

Please see the User Guides of these applications for details on their function.

Main Screen

The main SCAN screen is selected from the Main Home user interface.



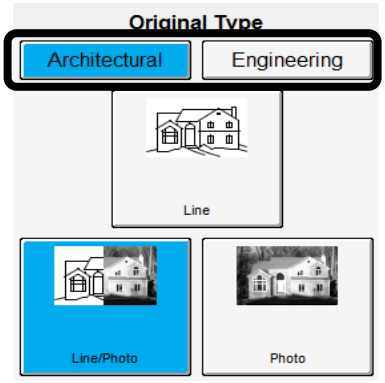
This screen contains all user functions for scanning to file. The following pages detail the functions and settings of each button and sub screen that can be used to adjust the scan parameters to achieve the required result.

Original

This region allows the setting of the Size Mode (Engineering or Architectural) and the Original Document type.

Original Size Mode

These buttons are used to select the Size Mode of Engineering or Architectural & Original Image type.



This will allow the automatic width detection system to determine the image width when an original is placed in the KIP System.

(Eng) Engineering widths = 34, 22, 17, 11, and 8.5 inches

(Arch) Architecture widths = 36, 30, 24, 18, 12, and 9 inches

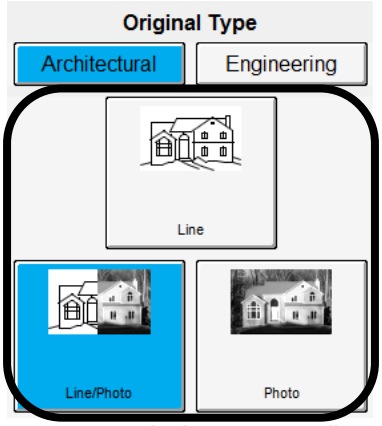
Original Type

Select one of the four different predetermined original types. The selections are:

Line- used for simple line documents

Line / Photo- used for a combination of lines & photos documents

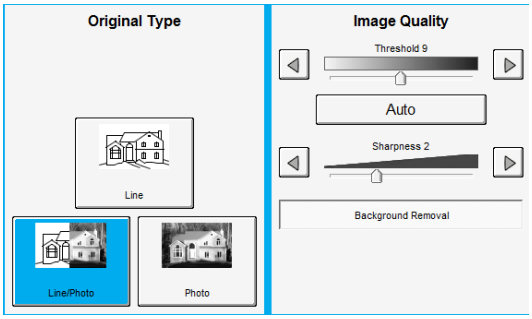
Photo- used for photographic originals



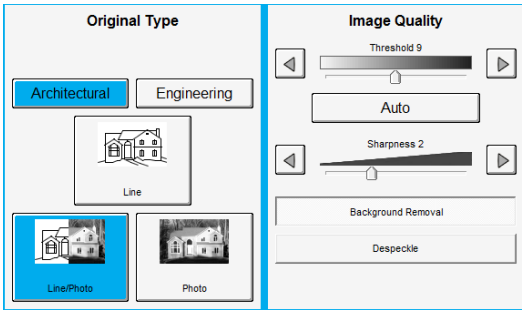
Press the desired original setting from one of the four diagrams. This will allow automatic image quality adjustments for the next scan. Please note that the selection will be highlighted and the icon will become white, as in the above example “Line/Photo”.

Please Note: Depending on what scanner you have connected to the KIP Printer the selections for Original Type will vary.

KIP 2300



KIP 720

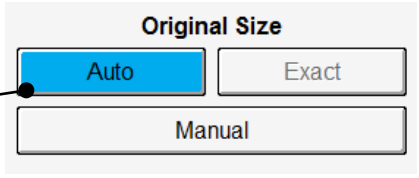


Original Size

This region is used to select the image size of the original being scanned.

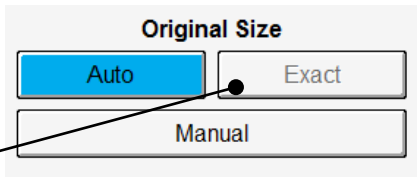
Automatic Size

For most scans, "Automatic" should be selected. This will allow the KIP System to automatically determine the width & length of the scan without any user intervention.



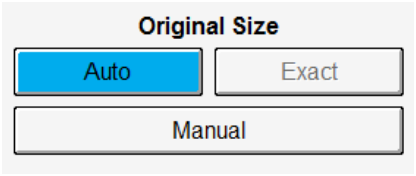
Exact Size

If selected "Exact will allow for the actual size of non-standard documents to be read as the correct size. For example a sheet that is 24.8" will not be rounded up or down but read as 24.8"



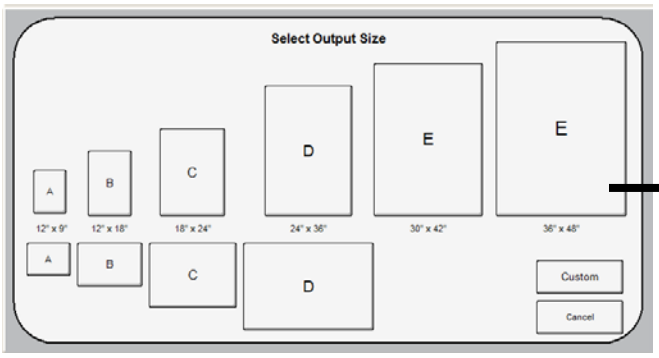
Manual Size

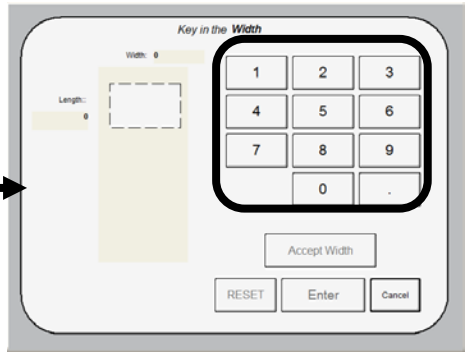
To select an original size manually, select Manual & a sub screen displays all current standard page sizes.



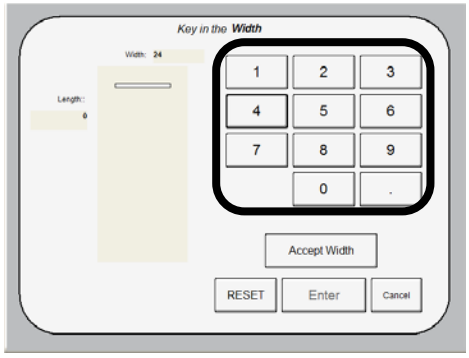
a. Select a desired size of the sheet.

b. Or use "Custom" to select a width.

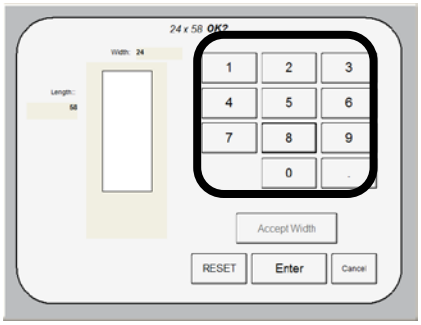




c) Key in the desired width and then click "Accept Width."

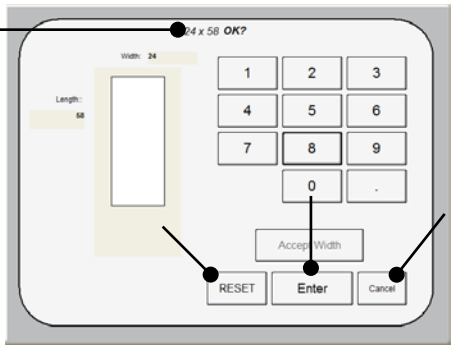


d) Key in the desired length and then click “Enter”.

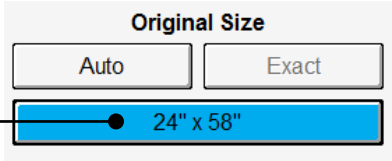


e) Press “Reset” to begin again,

“Enter” to accept the settings or Cancel” to cancel “Manual” image size.

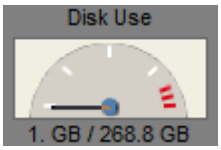


f) The main Scan screen will now display the custom or manual size settings for the next image.



Hard Drive Space Monitor

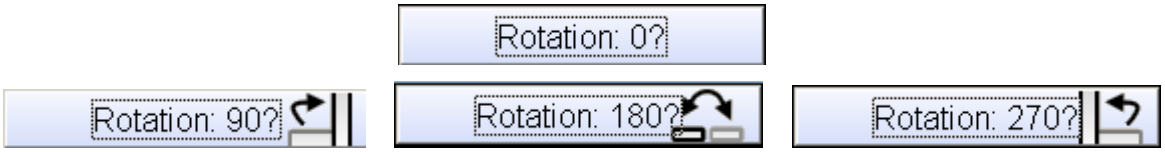
Located on the main screen of the KIP printer Scan mode, the Disk Use monitor provides a real-time display of remaining disk space on the KIP printer's hard drive. The monitor shows both the used space and the space available for image storage on the drive.



Rotation

The file can be saved rotated, from the actual feed direction. This can be used to reduce the scan time on certain orientation of originals, when they are archived.

Press the "Rotation" button to select either one of four settings:

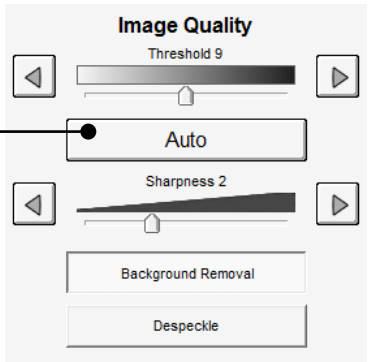


Quality

This region is used to change the image quality settings from the automatic setting.

Automatic

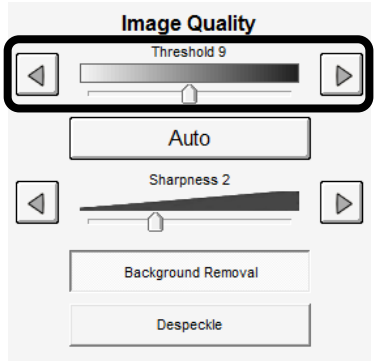
For most scans, "Auto" should be selected. This will allow the KIP to automatically determine the best image settings without any user intervention.



Threshold

To override the "Automatic" settings, "Threshold" can be adjusted. Deselect "Auto" to enable "Threshold".

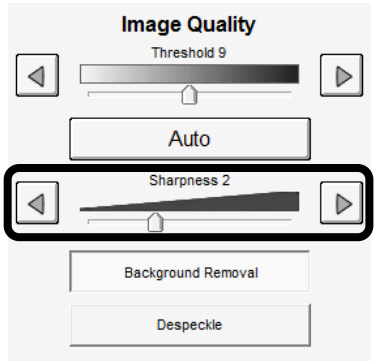
Pressing the arrows manually adjusts the threshold. This will suppress or enhance the lines and images from the original.



Sharpness

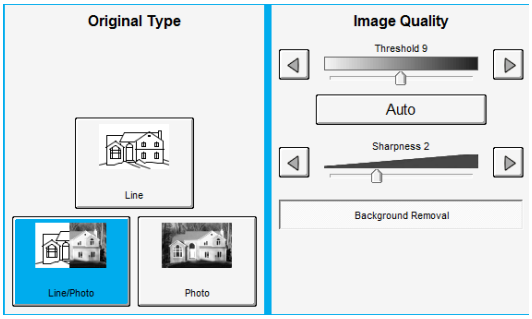
To override the "Automatic" settings, "Sharpness" can be adjusted. Deselect "Auto" to enable "Sharpness".

Pressing the arrows manually adjusts the line sharpness to remove rough lines or when photos are scanned to allow for smoother graduations.

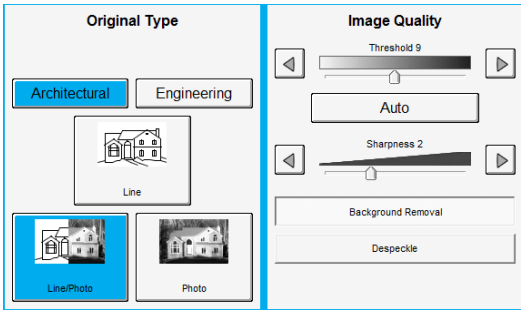


Please Note: Depending on what scanner you have connected to the KIP Printer the selections for Original Type and Image Quality will vary.

KIP 2300



KIP 720



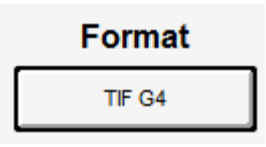
DPI

Scroll through the DPI button to select the required scan resolution.

Choices are 200, 300, 400 or 600 DPI.

Format

Press the "Format" button to toggle through the file formats available.



TIF-G4 - tif format Group 4 level compressed

TLC - KIP format compressed

CAL-G4 - Cals Group 4 level

PDF - PDF Level 3

DWF - Design Web Format (AutoCAD)

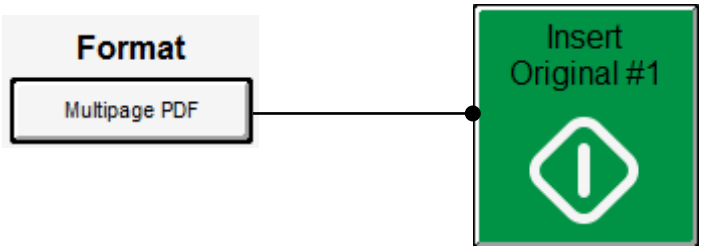
Multipage TIF-G4 - Tif format Group 4 level compressed

Multipage PDF - PDF Level 3

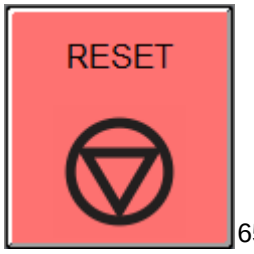
Multipage DWF - Design Web Format (AutoCAD)

Select the file type required to save the image into this format.

For a Multipage scan, select the desired Multipage format. Start button will prompt for next original.



When finished scanning, select the Close File button to finalize the multipage file.



Preset Schemes

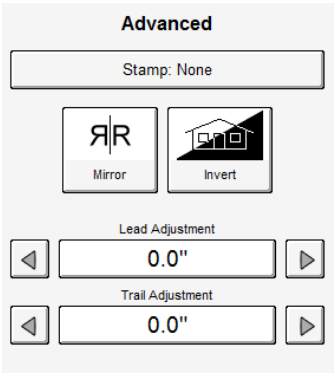
Preset Schemes allow the user to set up and save multiple schemes (unlimited number) to go along with the different types of files being used.

Schemes can be named relevant names and then later restored again when needed. Preset being used is displayed above preset buttons.

Selecting Restore brings up the "Please Pick a Scan Scheme" allowing the user to choose from multiple saved schemes.

Advanced Settings

The Advanced Setting are used to apply advanced settings to the scanned in data.



a. Invert – Changes Black to White and White to Black

Mirror – Mirrors the scanned image

Stamp (Water Mark) – Allows a stamp to be applied to the scanned image

Lead Edge Adjustment - +/- 4" can be added or removed

Trail Edge Adjustment - +/- 4" can be added or removed

Mirror

Select this button to "mirror" a scan. This can be utilized on originals that have the actual image on the reverse side such as older "sepia" or "film" documents.

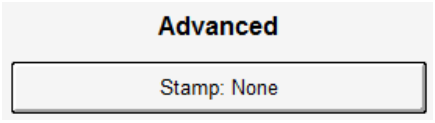
Invert

Select this button to change a region of white to black and black to white of a scanned document. This is normally used for "negative" documents or "blue prints".

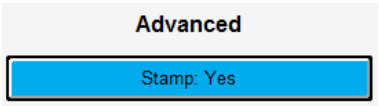
Stamp

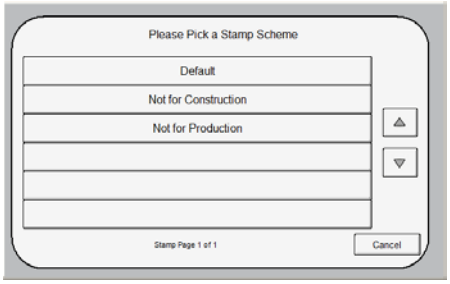
Select "Stamp" to display another sub screen. This will allow the selection of a "Stamp" or "Water Mark" to be placed on the scanned image. It will be embedded digitally into the image.

a. Use the Arrow buttons to scroll through the available stamps and then select the stamp from the list.



The Stamp button will now display "Stamp: Yes".





NOTE

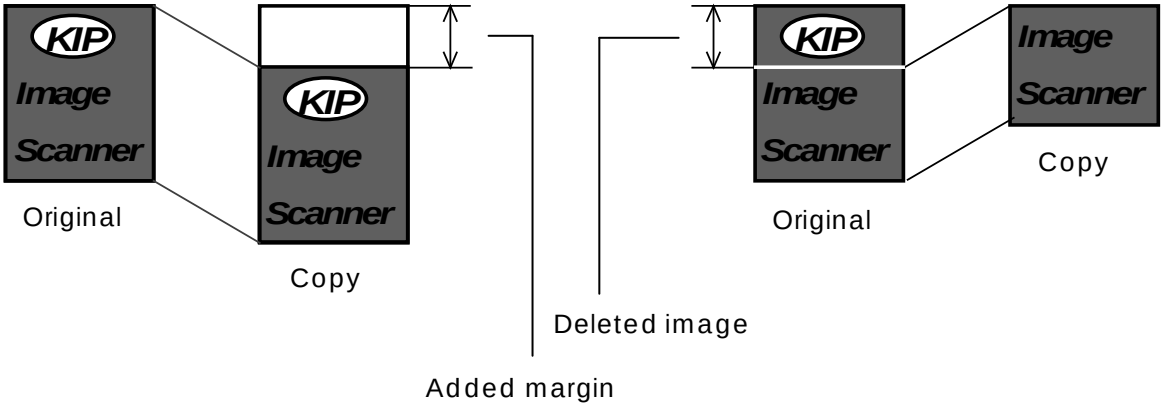
The list of "Stamps" is loaded into Scan Mode by the system administrator or key operator. They cannot be altered or modified in any manner on the KIP

Leading Edge Adjustment

The leading edge of a scan can be altered. (+/- 4")

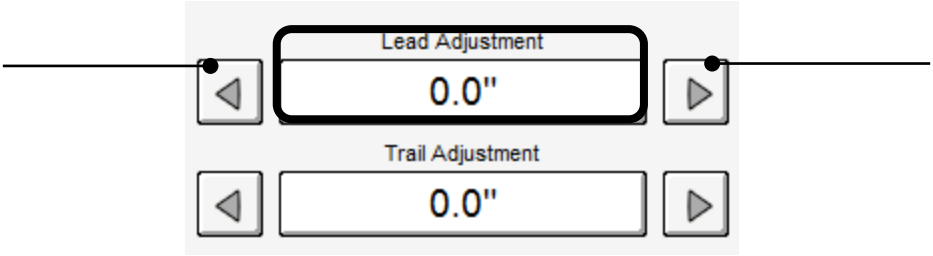
a. additional void area can be placed on the lead edge of a scan or image can be removed (such as a binding strip or a file hanger)

Leading Edge + **Leading Edge -**



To adjust the Leading Edge, use the arrows to denote the quantity you wish to add or remove.

Touch the value displayed area to reset the quantity.



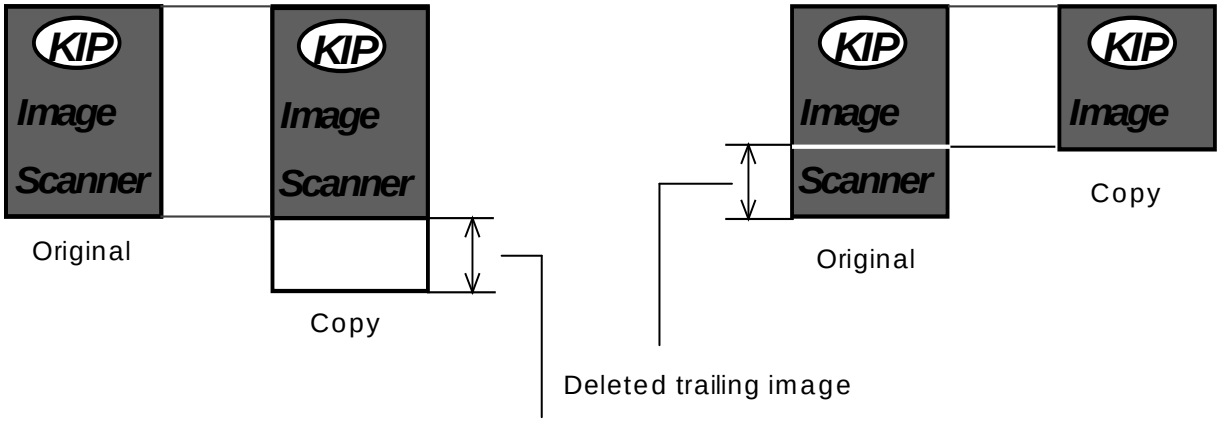
Trailing Edge Adjustment

The trailing edge of a scan can be altered. (+/- 4")

a. additional void area can be placed on the bottom of a scan or

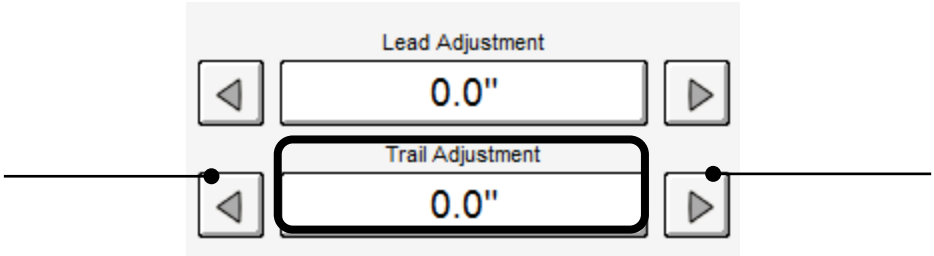
b. image can be removed (such as a binding strip or a file hanger)

Trail Edge + **Trail Edge -**



To adjust the Trailing Edge, use the arrows to denote the quantity you wish to add or remove.

Touch the value displayed area to reset the quantity.

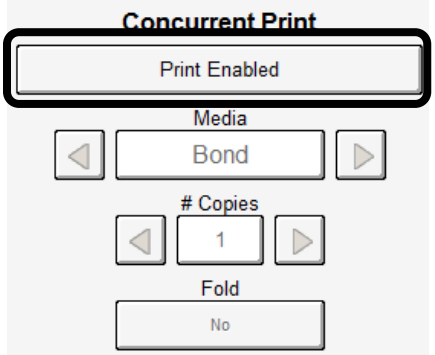


Make any of the required adjustments / selections and press "OK" to accept. The selections will now be displayed on the main Scan screen.

Print Enabled – Concurrent Print

This feature allows the user to Scan-to-file and print concurrently. The number of copies per scan can be set by clicking the "Print Enabled" then using the arrows to set the number of copies.

Note: this functionality is not available when creating a Multipage file.



Mailbox Command Center®

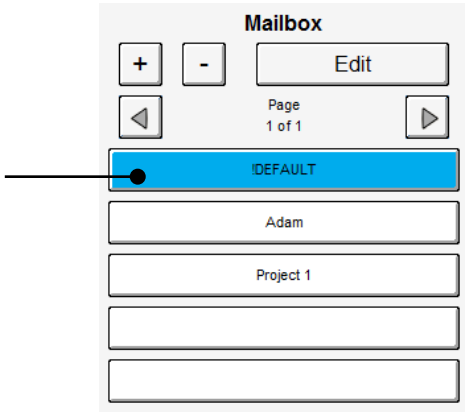
This region of the Scan screen allows the user to select where the files will be placed.

Selecting a Mailbox

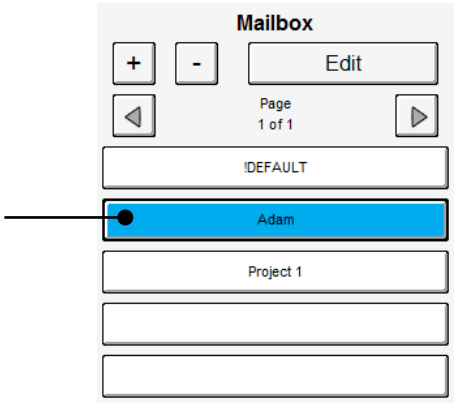
Use the arrow keys to scroll through the list as needed.

Select the location by pressing on it.

Scans go to Default mailbox (Local)

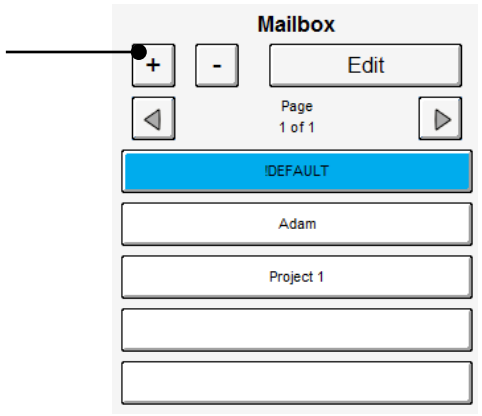


Scans go to Adam Mailbox (Local)

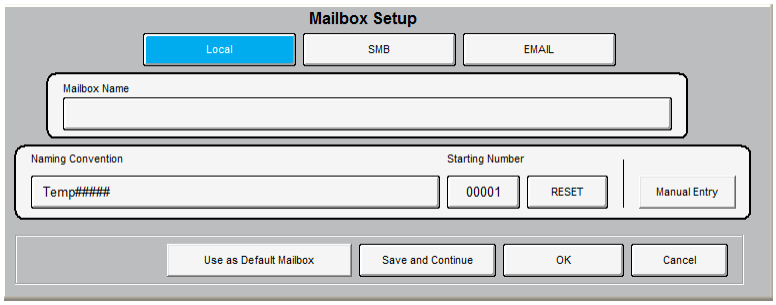


Creating a New Mailbox (Local)

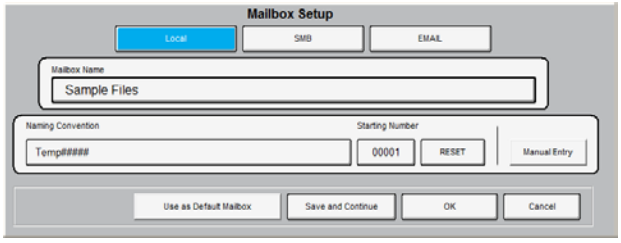
a. Press the + Button.



b. The Mailbox Setup screen is displayed.



Select Mailbox Name. A screen keyboard will be displayed. Enter the new Mailbox name.
Select OK to save mailbox.



Follow the same procedure for SMB and E-mail however an IT Administrator will need to provide the necessary information for access to the location.

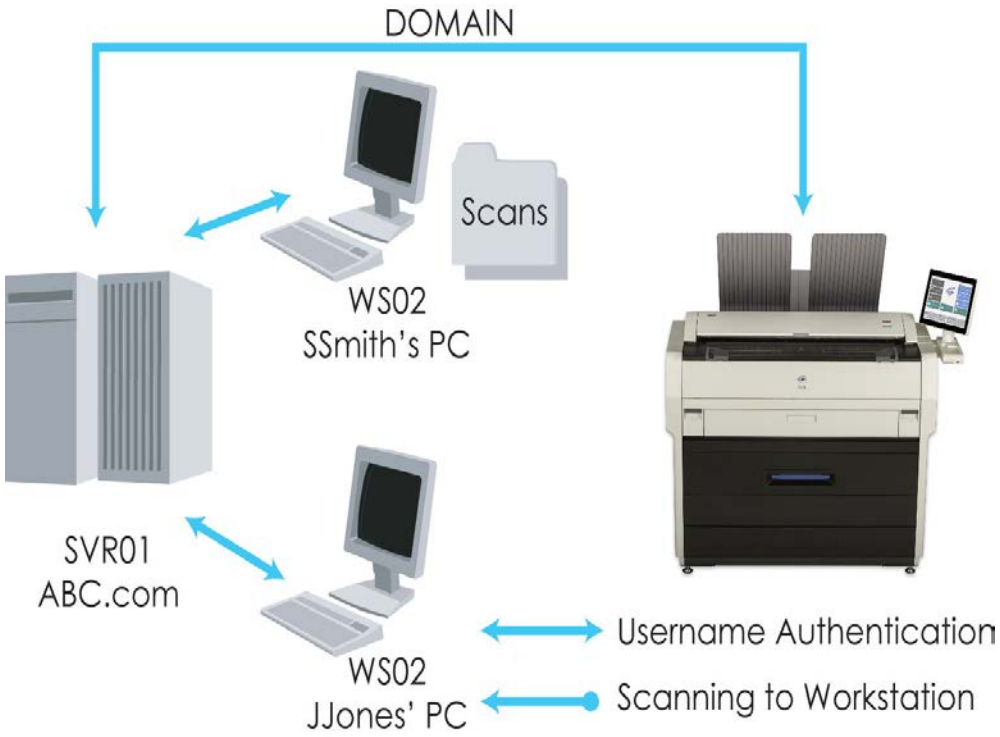
Access to these folders and the scanned images is preformed from the KIP Print application. Please see the User Guide of "KIP Print" for the retrieval function.

SMB Setup

Share Setup – Workstation/Server

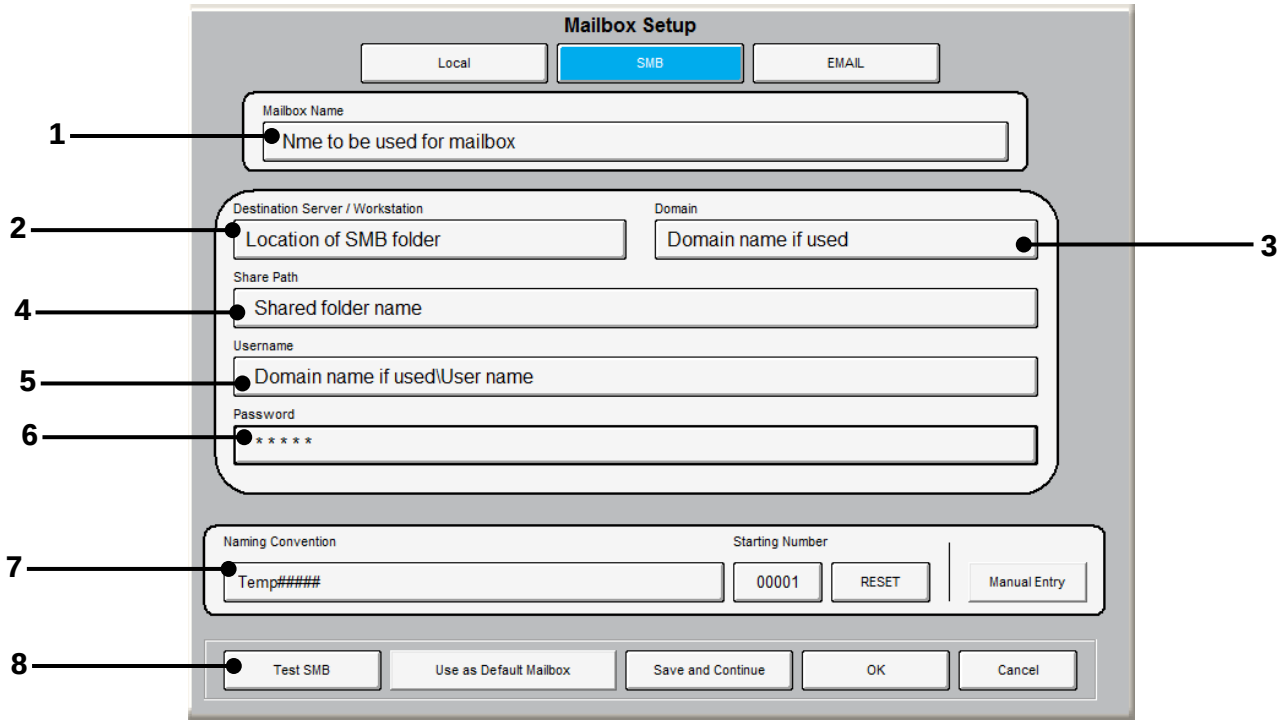
When setting up a share at a workstation or server, it is necessary to have some information ahead of time.

- User must have rights to share a folder
- User must know where the access rights are held
    - Rights are local to the PC or Domain (Active Directory)
- File and Print Sharing must be enabled within the Windows XP firewall settings
- User must be able to read, write and modify the destination SMB folder
- User must know login username and password



Network Location (SMB/CIFS) – KIP Setup

Server Message Block/Common Internet File System (SMB/CIFS) allows the user to create a semi-permanent connection to a network resource for scan to file.



Button Name	Function
1. Mailbox Name	Descriptor to be displayed on SCAN screen (Preceded by SMB:) This will turn green when connected
2. Destination Server/Workstation	IP address or NetBIOS name of destination workstation/server
3. Domain	Name of authorization provider (Domain server or workgroup workstation)
4. Share Path	Shared resource on destination workstation/server
5. Username	Login credentials on destination workstation/server
6. Password	Password for supplied username on destination workstation/server
7. Naming Convention	Used to create a naming scheme and increment number values.
8. Test SMB	Maps a network drive to the destination workstation/server

Within the SCAN screen, press the **Mailbox** button to create an SMB connection.

c. Touch the **SMB** button to display the SMB Mailbox creation dialog.

Press the **Mailbox Name** button to enter a descriptive name for the SMB scan to file location. This description will be displayed on the SCAN screen with the label of SMB:[Mailbox Name].

Touch **Destination Server/Workstation** button to enter the NetBIOS name or IP address of the destination server or workstation that the KIP will connect to in order to allow for scan to file.

a. This must be a server or workstation that the KIP has access to via TCP/IP.
b. Please ensure that the KIP 5000 KIP has been networked properly and is "pingable" from the destination server/workstation.

Touch **Domain** button to enter the client authorization information. This entry will work in conjunction with the Username/Password entries as defined in later steps.

c. Some facilities will have user credentials stored on a central authorization server (Domain Controller/Active Directory Server) that will grant connection access to the KIP for shared resources. If the KIP is connecting to a workstation (WS01) that is a part of the Acme.com domain, then the user would enter Acme in the Domain section. The KIP would get authorization credentials from the SVR01 server in order to scan to the "Scans" folder on the WS01 workstation (TBurr's PC).
d. If the KIP is in a workgroup setting (No Domain Controller/Active Directory Server), the authorization credentials will be supplied by the destination workstation/server (WS06). If the user is connecting to a shared resource on a workstation (Scans folder) with the NetBIOS (computer) name of WS06, the user would input WS06 for the Domain section. The KIP would get the authorization credentials from the WS06 workstation.

Touch the **Share Path** button to enter the name of the shared folder on the destination workstation or server.

e. The shared folder on the destination workstation must be accessible by the user as supplied in the **Username** setting.
f. These permissions should include the ability to write and modify on this shared folder.

Username and **Password** should be set as an accessible login username from either the workgroup workstation/server or the authentication server/domain controller.

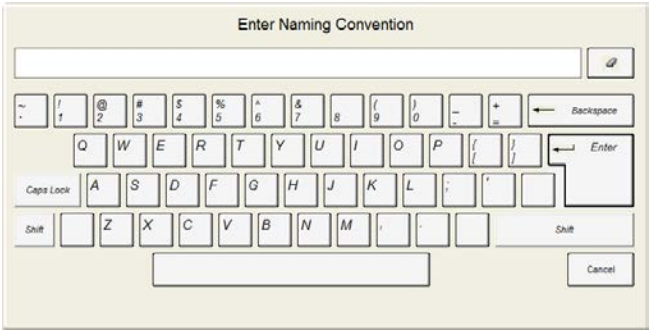
Touching on **Test SMB** will make the KIP attempt to establish a connection to the destination workstation/server.

g. This is a semi-permanent mapped network drive (Z:)
h. The connection is established when the SMB mailbox is selected and is disconnected when:
    i. Switching Formats
    ii. Pressing the **STOP** button
    iii. Switching menus (SCAN, COPY, JOB INFO, ?)
    iv. Selecting another mailbox
    v. Creating another SMB mailbox
    vi. Reset timer expiration
    vii. Log off

It is possible to scan all file formats to an SMB location. Please note that color image data is much larger and may take considerable network resources in order to transfer from the KIP to the SMB location. (A full color, 600 DPI, tiff packbit can be several gigabytes in size).

When scanning multi page documents (PDF, DWF and TIFF), the images are scanned to a temporary location on the KIP & then transferred to the SMB location once the **Close File** button has been pressed.

Scan to File – Image Naming



The KIP allows the user to create a custom naming convention for files that are scanned to file. This naming convention is tied or is a part of the actual mailbox that is selected on the KIP. This can be a part of a local KIP mailbox or as an SMB (network) mailbox.

In addition to a naming convention for the mailbox user also have the ability to name each individual file prior to scanning it to the desired location. When scanning, the KIP on-screen keyboard at the time of scanning, (if configured) will allow for the input of a file name before the current image is scanned to file.

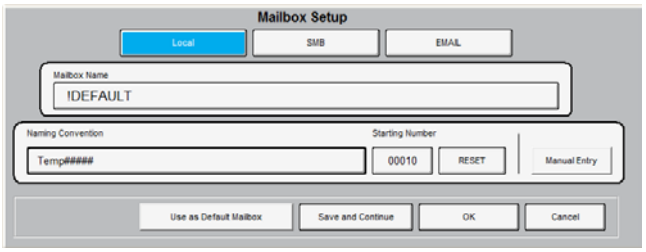
To set up the ability to Name files as they are being scanned do the following:

1. Create a new mailbox

2. Set up the Mailbox and select the "Manual Name" button.

3. Selecting "Manual Name" will turn this feature on for all mailboxes.

4. If a manual name is not going to be used select Cancel when the onscreen Keyboard open and the scans will be given the default naming convention of Tempxxx.xxx

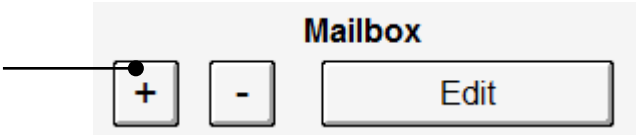


Note: It is necessary to have the SCAN option in order to perform this function.

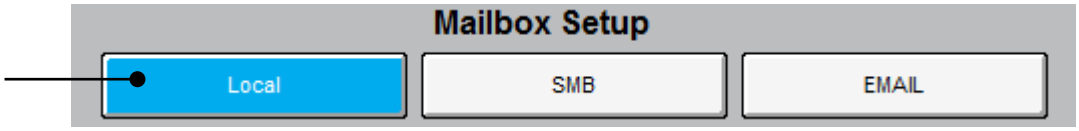
Create a Mailbox with Naming Convention

1. Click the **SCAN** button to begin the scanning process

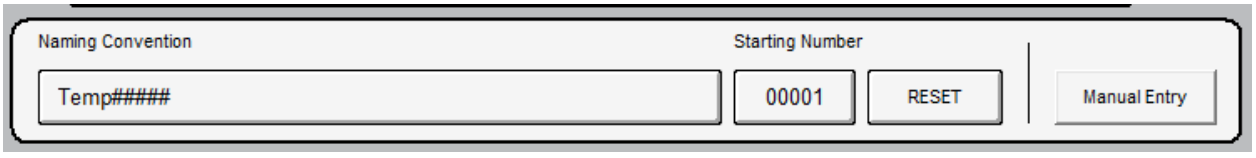
2. Click the plus sign to add a mailbox to the KIP



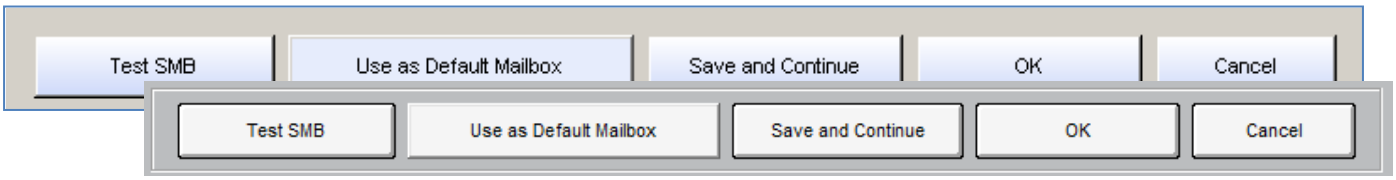
3. Select either a **Local** or **SMB** mailbox destination



4. For a **Local** mailbox, type in the name of the local mailbox
5. For an **SMB** mailbox, type in the information for SMB mailbox configuration. For further information, please see the KIP user guide
6. Designate a mailbox name mask and a number sequence interval by typing in the following parameters. Type in the name of the file with the pound symbol (#) where the pound symbol will insert the numbering interval as defined in the **Starting Number** section.



   a. For each (#) a number will be placed into the file name. In the example above, the first file name would be Temp00001.ext, the next file name would be Temp00002.ext, etc.
   b. It is possible to place the (#) between sets of text. For instance, if the file is to be named Image1001-2006.ext and the increment is to be from 1001, then the user would input `Image####-2006` in the **Naming Convention** section.



- **Test –** Test the SMB connection to confirm entered information is correct.
- **Use as Default Mailbox** – Sets this to the Default mailbox when entering the **SCAN** screen
- **Save and Continue** – Allows a user to input many mailboxes without having to enter the mailbox creation page
- **OK** – Exits the mailbox creation page with saved changes
- **Cancel** – Exits the mailbox creation page and terminates all current information on the page

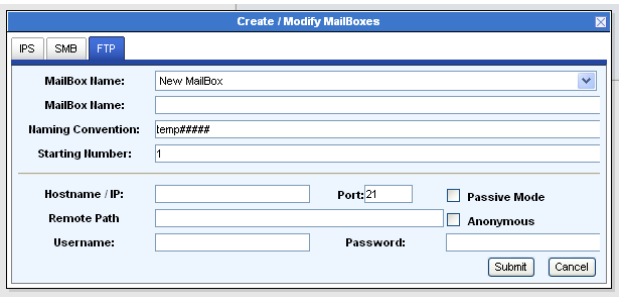
FTP Locations

Please contact your network administrator for details on how to configure and load FTP locations into the KIP printer Scan Mode. FTP locations can be set up easily through KIP PrintNET. Please see the KIP PrintNet Manual for details. Please see your network administrator for access to your FTP and the retrieval of the documents from the FTP.

Adding FTP Mailbox Location from KIP PrintNET

Administrators now have the ability to create FTP scanning destinations directly from KIP PrintNet.

Select "FTP" from the list of available tabs to display configuration parameters.



Once an SMB destination is configured, it will be displayed in the list of available destinations on the left hand side of the screen prefixed by "SMB:"

Please note: Files scanned to SMB & FTP destinations cannot be seen or selected from the PrintNet interface.

KIP Cloud Connect Scan and Print

This provides walk up users with the ability to scan to the cloud of their choice right from the KIP Multi-touch screen. This cloud enabled function allows individuals or groups to create a link to a cloud destination for storage and collaboration.

Users then have access to everything in their cloud wherever they are. Store and access your files anywhere – on the web, on your hard drive and on the go

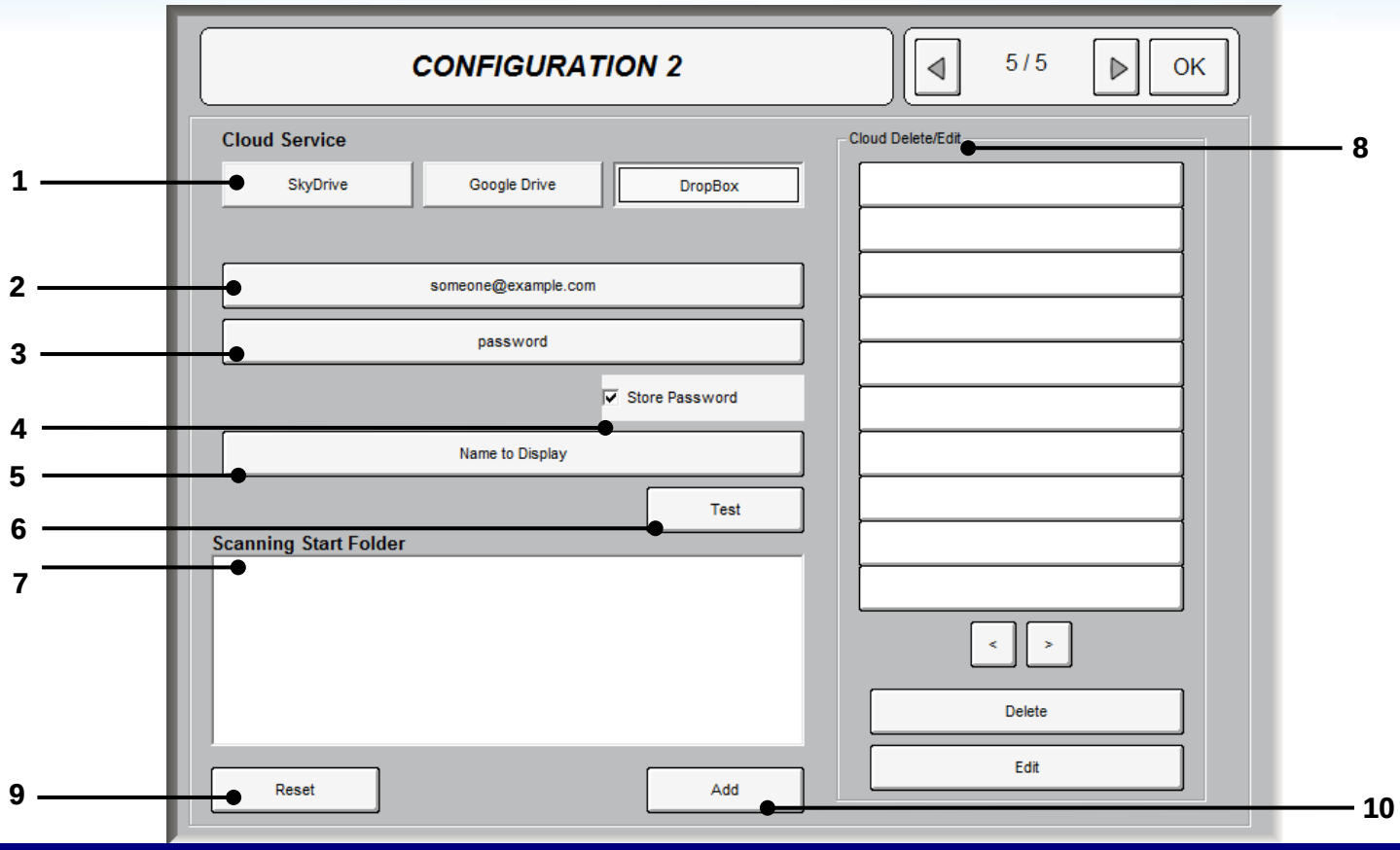
Scan to or Print from accessible Cloud Locations including:

Cloud Connect Setup

To begin create an account with Google Drive, SkyDrive or Dropbox by visiting their website for one or all of these. Once the account is created do the following from the KIP Multi-Touch screen User Interface:

1. From the home screen select the “Guides” button.
2. Select “Ok”.
3. Select “Configuration 2”.
4. Scroll to page 5 of 5
5. Enter the login information for the desired Cloud location.
6. Select Add.

KIP Multi-Touch Software



Button	Function
1. Cloud Service	Select the Cloud serve to connect to
2. Enter E-mail address	Enter the e-mail address for the account to be used
3. Password	Enter the Password for the account to be used
4. Store Password	Set if the password is to be saved or not
5. Name to Display	Set the name to be displayed on the screen
6. Test	Test the connection
7. Scanning Start folder	Set the folder scans will be sent to
8. Cloud Delete/Edit	Choose a cloud location to delete or edit
9. Reset	Reset information to start again
10. Add	Select to add information for the account

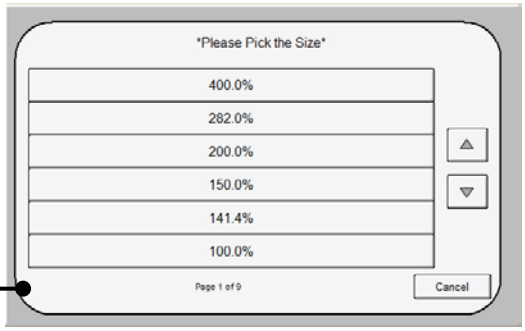
Print From Cloud

Once the Cloud account is created and has been set up in the KIP Software do the following from the KIP Multi-Touch screen User Interface to print from the cloud:

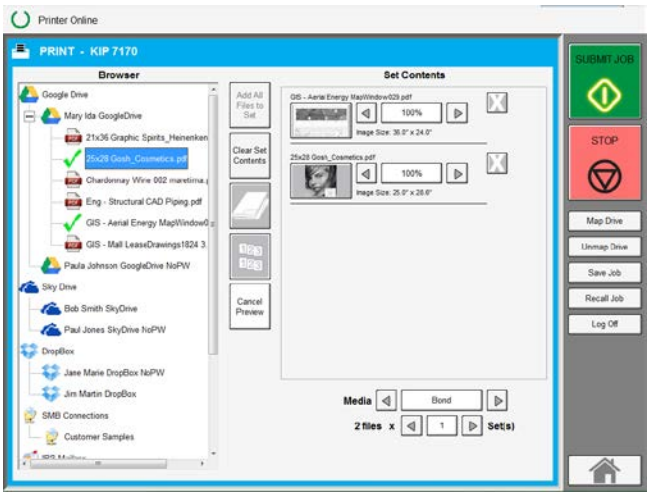
1. Select the Print (B&W) button for B&W printing

2. *Select the Print (Color) for Color printing.*

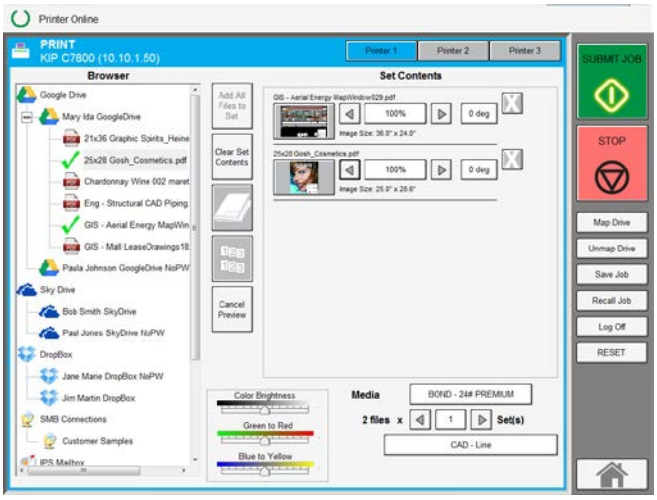
3. Select the Drive to connect to (connection will begin).
4. Once the connection is made the available files will be displayed.
5. Select the files to be printed (transferring will begin).
6. Once the file is loaded use the percentage arrows to increase/decrease size or
7. Select the percentage box to get a list of available force sizes to select from.
8. Select Submit to print



Print from Cloud B&W



Print From Cloud Color

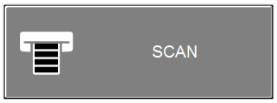


Scan to Cloud

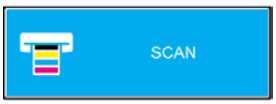
Once the Cloud account is created and has been set up in the KIP Software do the following from the KIP Multi-Touch screen User Interface to Scan to the Cloud:

1. Once the Cloud account has been created a Mailbox will be displayed on the scan screen under Mailboxes

2. Select the Scan button (B&W) for B&W Scanning.



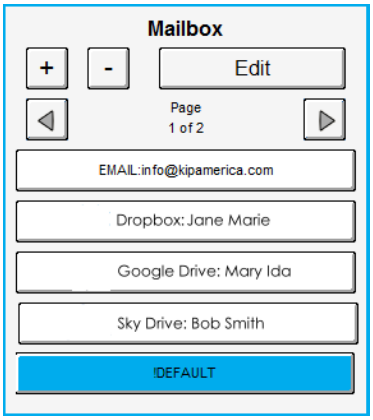
3. Select her Scan button (Color) for Color Scanning.



4. Scan locations will be displayed in the Mailbox locations

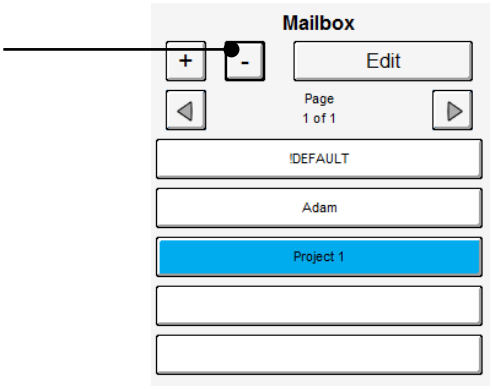
5. Select the desired location to scan to.

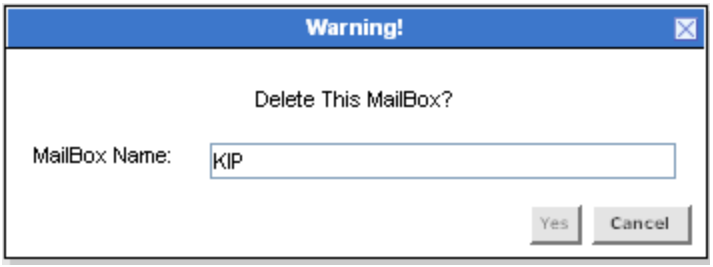
6. Files will be sent to the selected location.

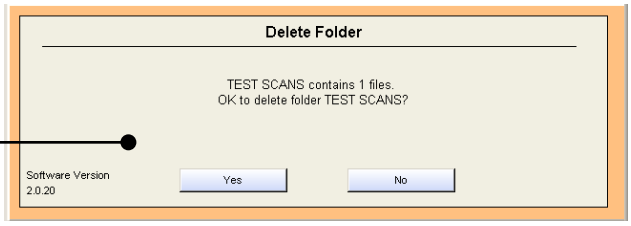


Delete a mailbox

This will allow a user the ability to delete a Mailbox (and all of its contents) on the KIP without having to be in front of the KIP itself.







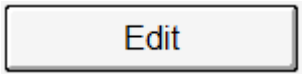
NOTE

The "Mailbox" also removes all documents images with that folder.

ENSURE YOU HAVE BACKED UP OR DOWNLOADED ANY NECESSARY FILES IN THE FOLDER PRIOR TO REMOVING IT IN THE NEXT STEP!

Edit

Allows the user the ability to edit an existing mailbox



Start

No function at this time in Scan Mode.

All scans in Scan Mode are "Auto Start".

Reset / Stop

This button has two functions.

1. Press the Stop button on the UI to stop the current scan. The original will be ejected automatically. If not, open Top Cover to remove the original.
2. Press the Reset button to restore the "default settings" in Scan Mode. Some of the default settings are determined in the Information / Help Screen of the UI. (see Scan Mode Configurations chapter)

Re-Scan

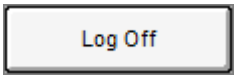
If the scanned image was not satisfactory, you can replace the last image scan by selecting this button and proceeding with the scan procedure as normal.

View Last

Allows the last scan to be reviewed again on the UI.

Log Off

This button may be displayed if KIP Track is enabled. Press this button to log off the current user after scanning has been completed.



Mono Scan to E-Mail

To use the Scan to E-mail functions of the KIP from the Monochrome software whether in KIP Color Direct Mode or KIP Color Advanced Mode the functionality for this is the same.

Step 1

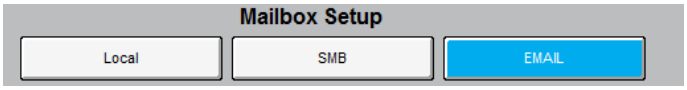
Select the Scan to file button

Step 2

Select the Plus button to add a mailbox

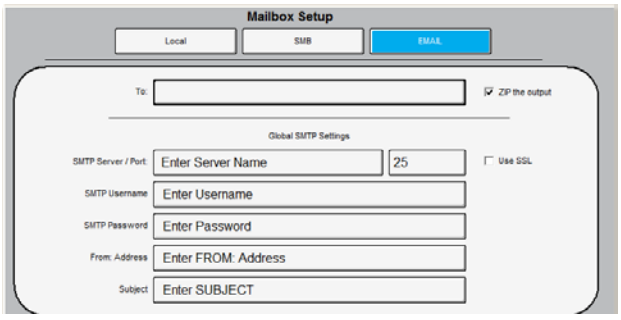
Step 3

Select the EMAIL button to open the EMAIL setup window.



Step 4

Setup the Scan to e-mail functionality by entering the information to allow the scan to e-mail to go through.



- **To** - Enter the Server Name, Port Number and if the location uses SSL
- **SMTP Server/Port** - Enter the SMTP Username this will be authenticated against.
- **SMTP Username** - Enter the Password for the SMTP account
- **SMTP Password** - Enter the from address that will be displayed
- **From Address** - Enter the from address that will be displayed
- **Subject** - Enter the subject of the e-mail

Note:

It is recommended that the KIP printer have its own SMTP login.

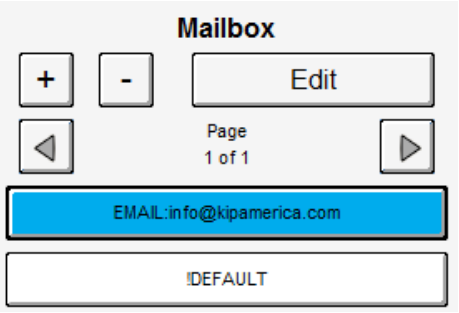
Since a user will most likely never need to change the SMTP information, this information is considered 'global'. Once it is entered, it will be used for all email boxes. Once it is changed, it will be changed for all email boxes.

Step 5

The E-mail can be sent in a zipped or unzipped format.

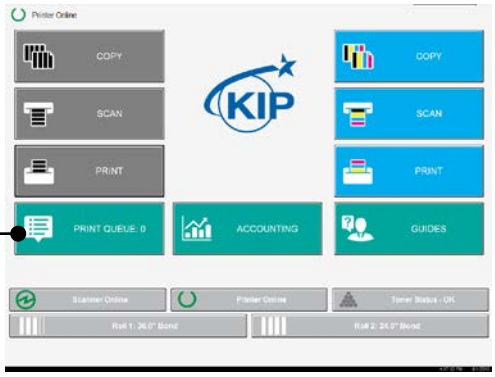
Step 6

Once all of the information has been entered select the OK button to save these settings. The new e-mail mailbox will appear in the mailbox list with all other mailboxes.

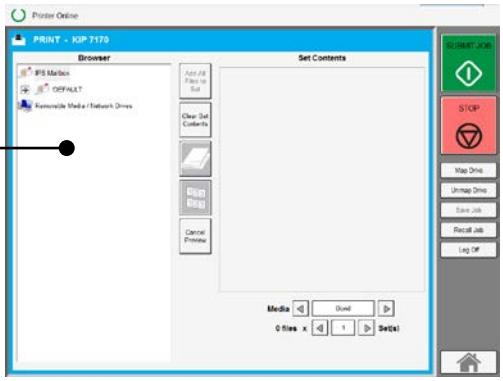


Mono File-to-Print

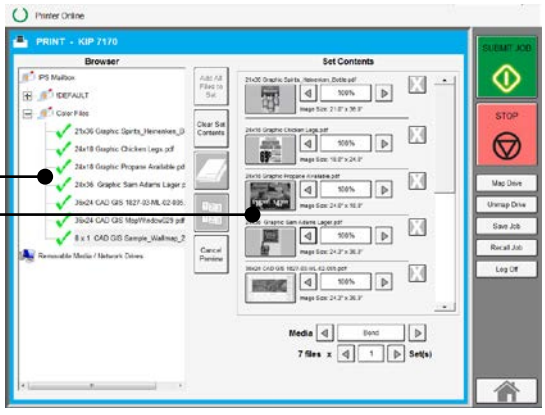
- Click the "File-to-Print" button to print files stored locally on the printer. This includes Local Mailboxes as well as SMB locations, USB driver and Mapped Network locations.



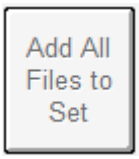
- Browse to the destination and select the file or files you want to print on the left side of the screen.



- Click on a file to move it to the "Print Set Contents" where it can be previewed and either submitted or removed from the list.



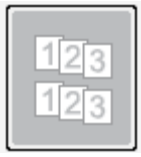
- Select a folder or mailbox and click the “Add All Files to Set” to add all of the files in the specified folder to the “Print Set Contents” section for previewing.



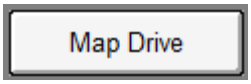
- Click the “Clear Set Contents” to remove all of the files from the “Print Set Contents” section.

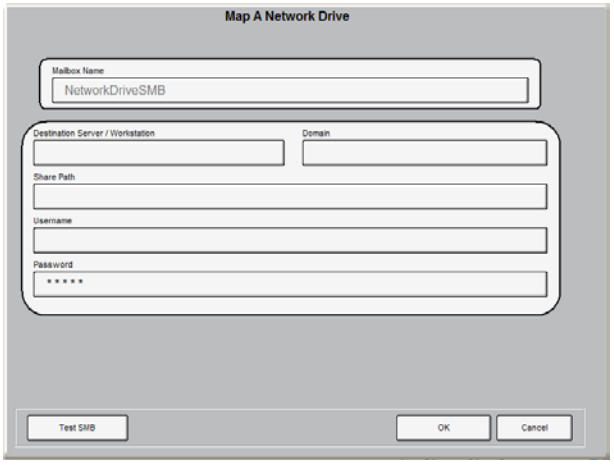
- Click the “Fold” button to apply folding schemes.

- Click the “Collate” button to enable or disable collating sets of prints.



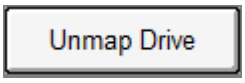
- Map Drive allows the user the ability to create a connection to a network location. (Please contact the local Administrator for necessary information to be entered here).



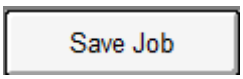


KIP Multi-Touch Software

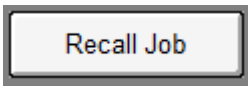
- Unmap Drive allows the user to disconnect from a network location that may no long be available.



- After adding files to “Print Set Contents click the “Save Job” button to save the current configuration. An onscreen keyboard will appear allowing the user the ability to name the saved file.

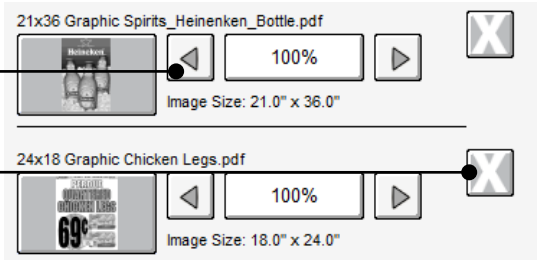


- Click “Recall Job” to load a job configuration that was previously saved.

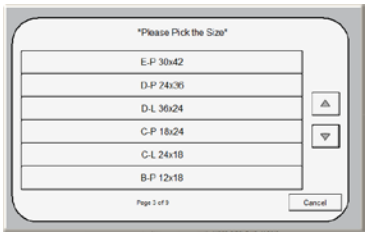


- Edit the number of “sets” by clicking the left and right arrows.

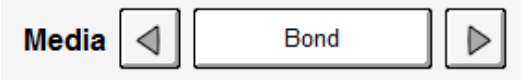
- Click the left and right arrows to change the enlarge/reduce settings for the job submittal.
- Click the “X” icon to remove the file from the “Print Set Contents” list.



- Click the percentage box to get a window that will allow for the selection of force sizes.



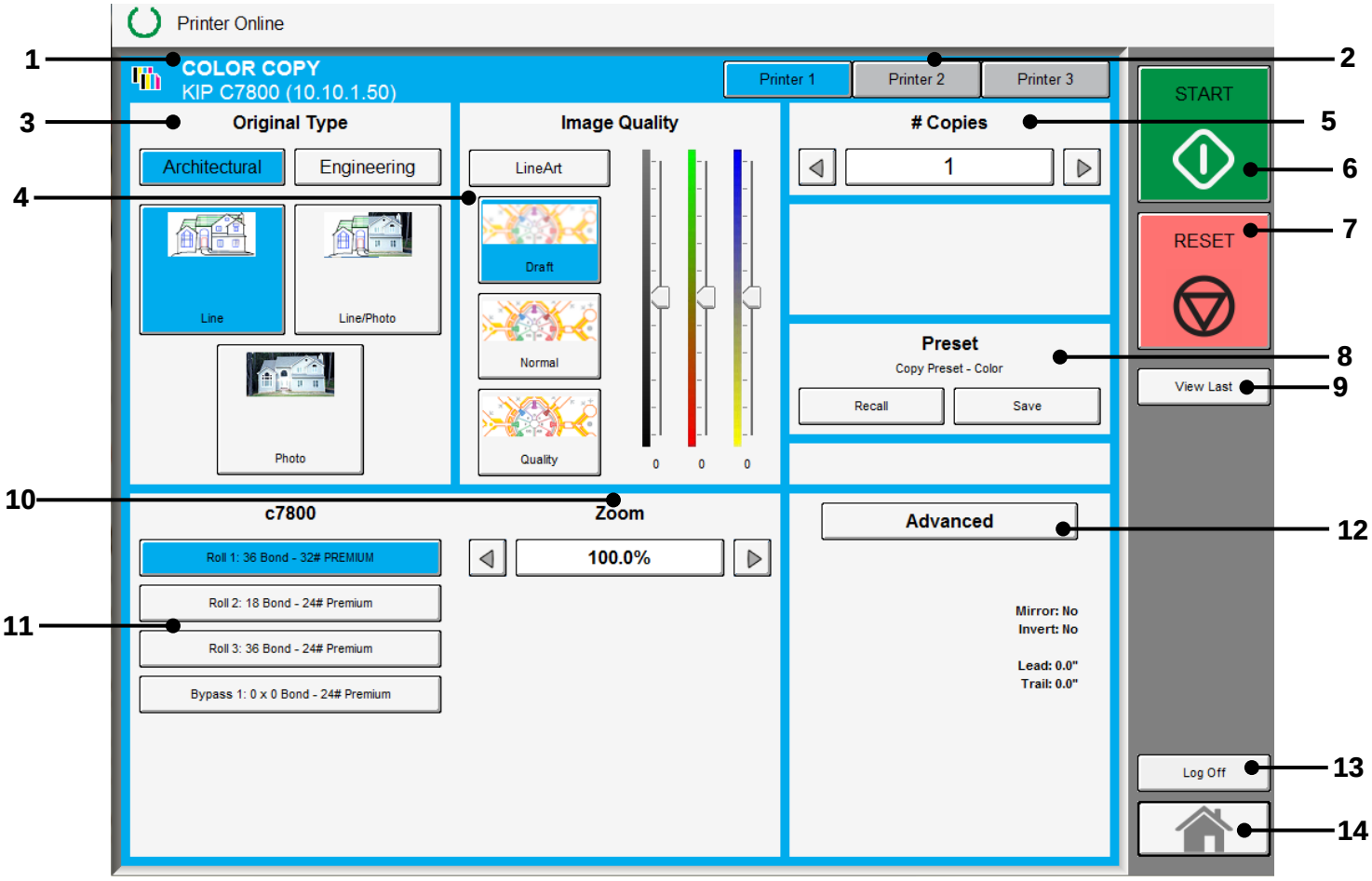
- Click the Media button to select from available medias loaded in the KIP Printer.



- The number of files chosen, along with how many sets to be sent to the KIP printer are displayed on the bottom of the screen.

Copy Mode – Color

Main Screen - General



Button Name	*Function*
1. Connected Printer	Displays the printer that is currently connected. Copy data will be sent to this location.
2. Printer Selection	Select from up to three (3) configured printers.
3. Original Type	User Selects the type of original to copy. Also select Eng/Arch Modes here.
4. Image Quality	Select the calibrated Quality (must be calibrated prior to use)
5. Copy Count	Select the quantity of prints and sets designation.
6. Start	Starts Copy job
7. Reset	Clears the image buffer and resets the system to default settings.
8. Preset Schemes	Save Multiple Scan Schemes for different File types
9. View Last	The last scan / job can be viewed
10. Zoom	Manual and automatic zoom ratios set.
11. Media Selection	Select from the available medias install on the selected printer.
12. Advanced Settings	Invert , mirror, stamps, folds, and edge adjustments preformed / displayed in this button (sub screen)
13. Log Off	Displayed if KIP Track enabled to Log off current user
14. Home	Returns to the Home Screen

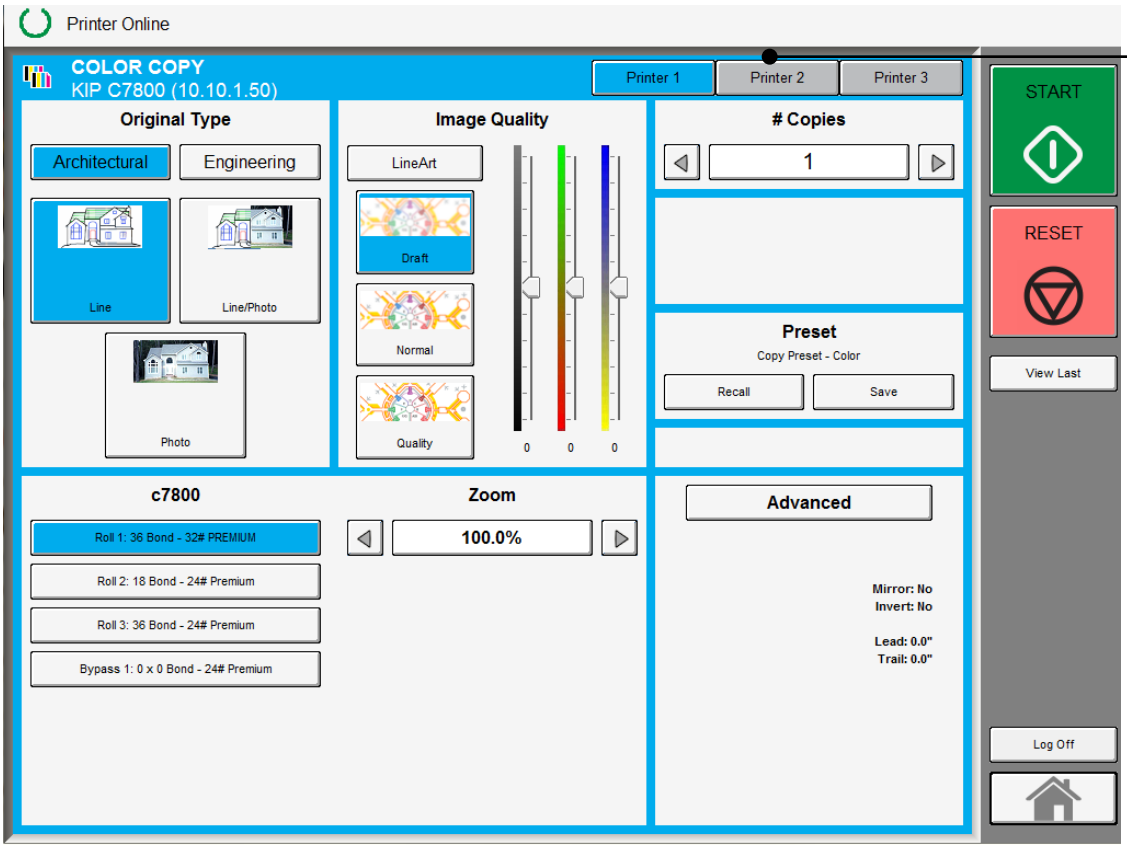
Simple Copying

To copy, please follow these basic steps. The following chapters have details on adjustments and parameters that the user can change to modify the copies as required.

Please note that a third party color printer, supported by KIP, must first be calibrated in the "?" screen under the "Color Config" button. Please see the "Guides/?" Section.

Select Printer

On the top of the screen select from the configured printers (up to three (3) printers may be configured. Once selected the printer name and IP Address will be displayed in the top left corner.

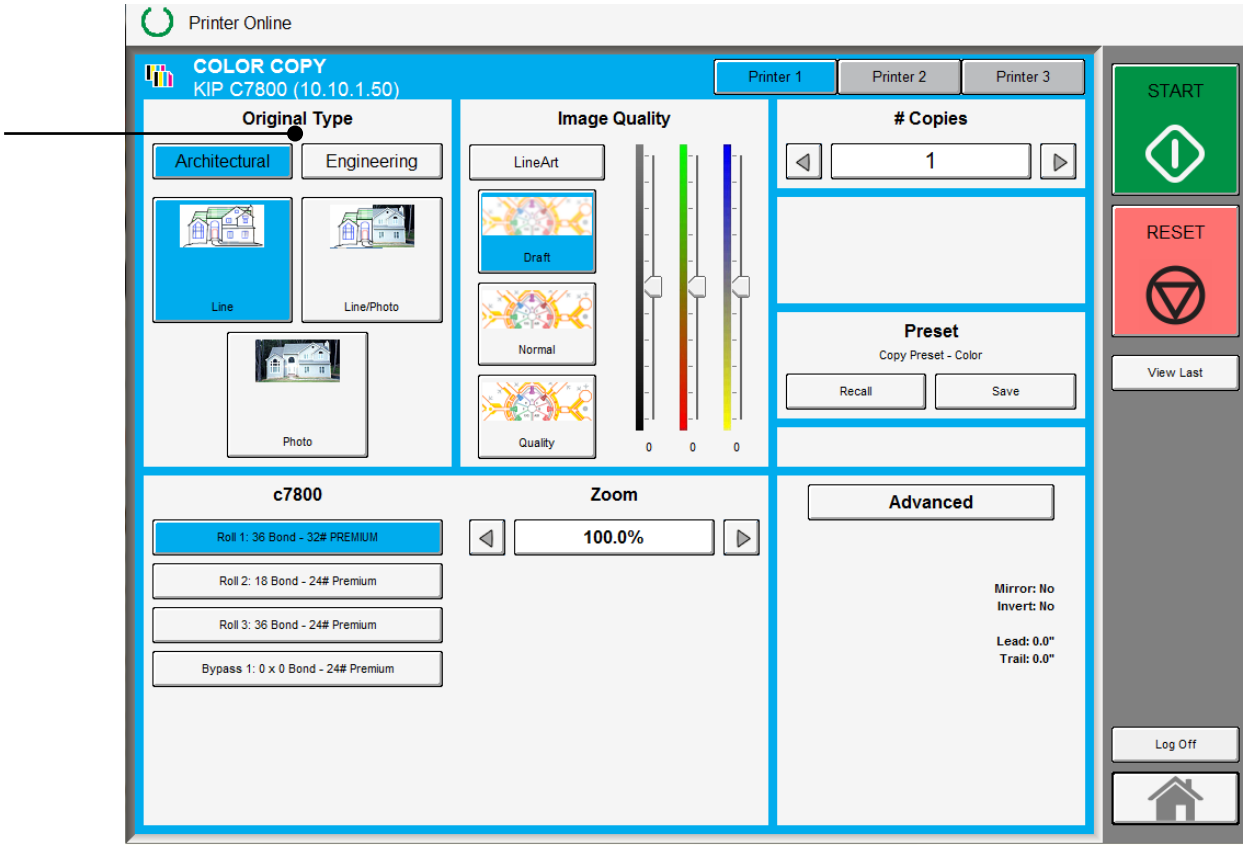


Select the Original Type

Select whether the document is an engineering or architectural size document. This will allow the automatic width detection to function.

Engineering widths = 34, 22, 17, 11, and 8.5 inches

Architecture widths = 36, 30, 24, 18, 12, and 9 inches



Select Original Image Type

Set the original image type you will copy. The selections are:

Line - used for simple color line documents

Line / Photo - used for a combination of lines & photos color documents

Photo - used for color photographic originals

This will allow automatic image quality adjustments for the scan.

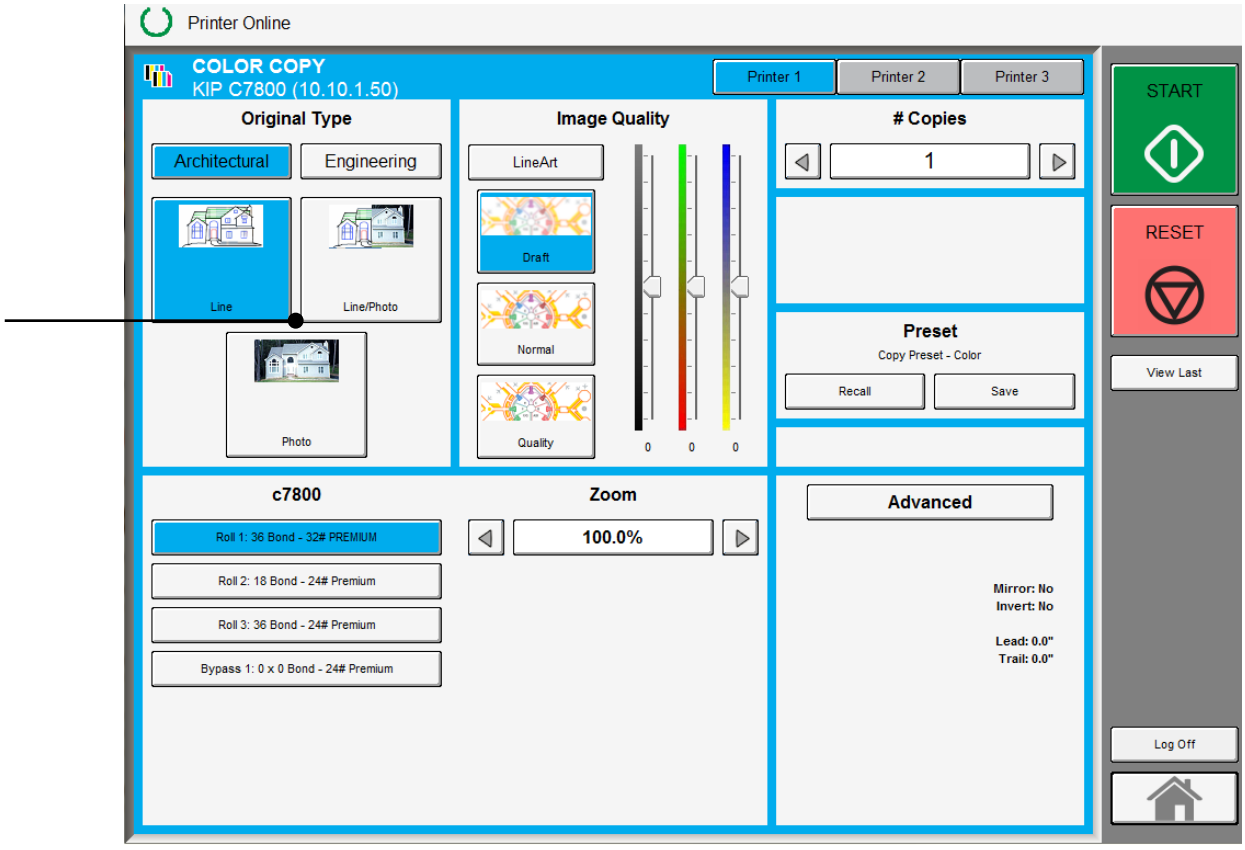
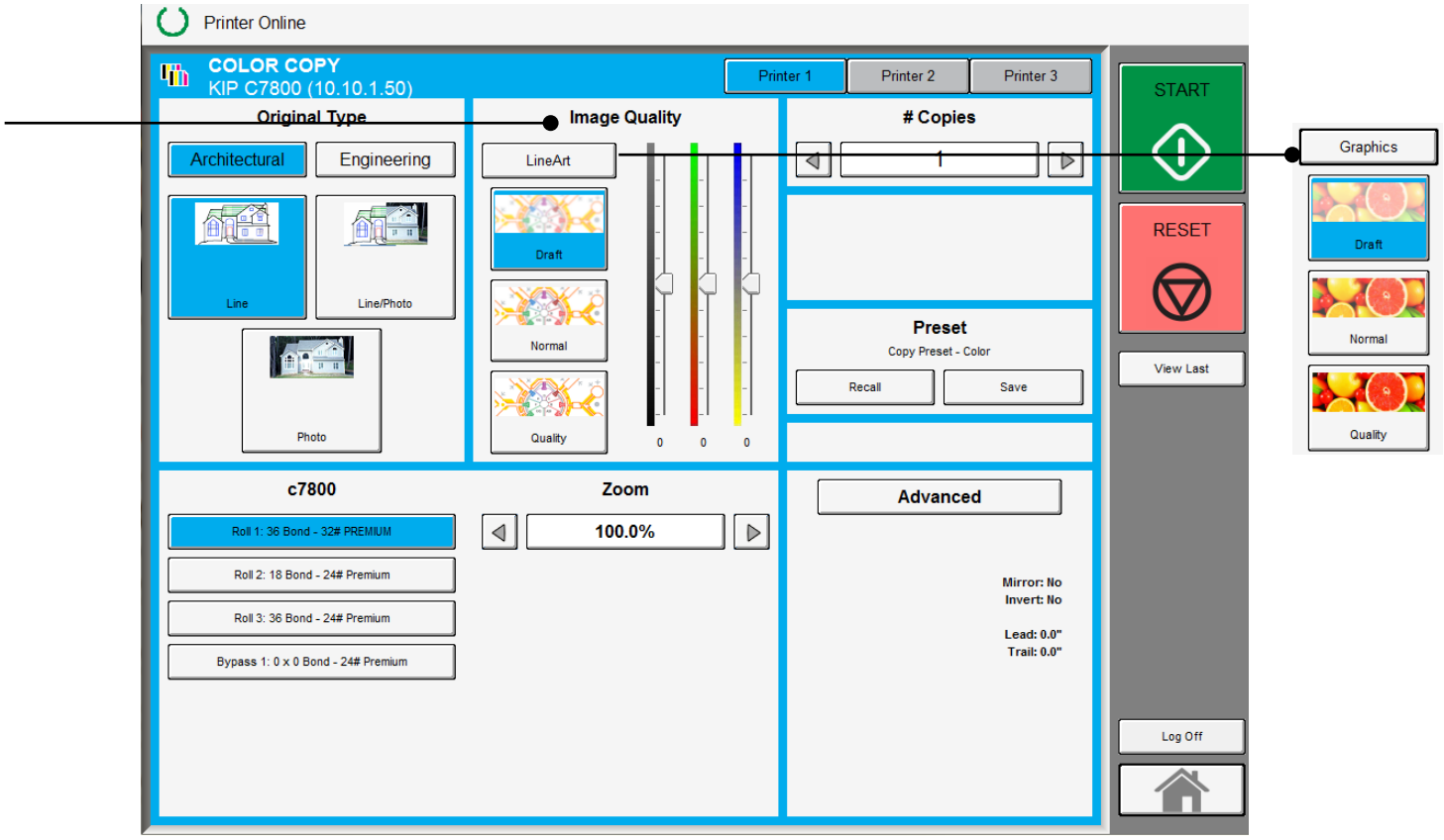


Image Quality

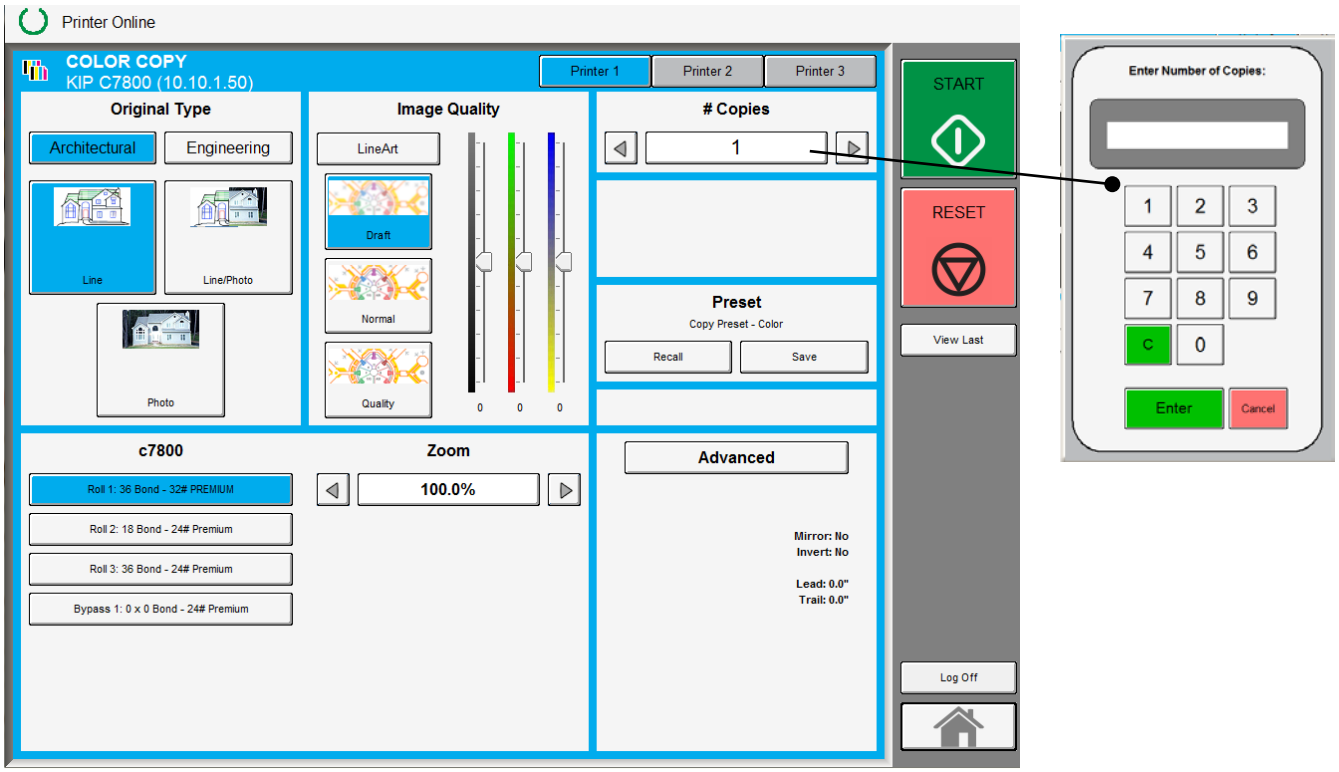
The model of third party color printer will determine on the available Print Quality. Select “Graphics” or “Line Art” mode and then select “Draft, Normal or High Quality” mode for the printer.



Please note that each Print Quality mode must be calibrated prior to its use. Please see Color Calibration in the “?” screen for greater details.

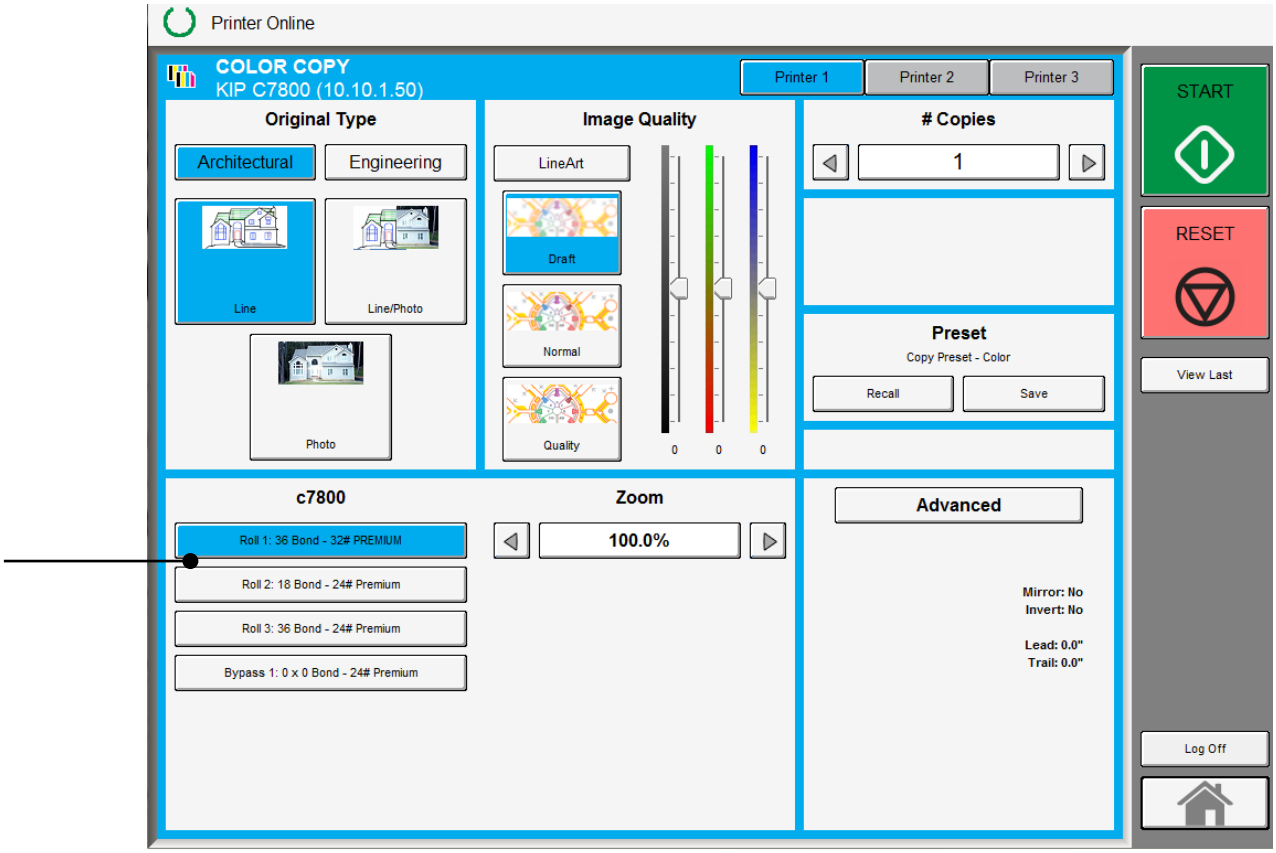
Copy Count

Press the arrow buttons to scroll through the number of copies required **or** press on the actual number to set the quantity with the number pad.



Media Selection

This allows for the selection of the desired output media.



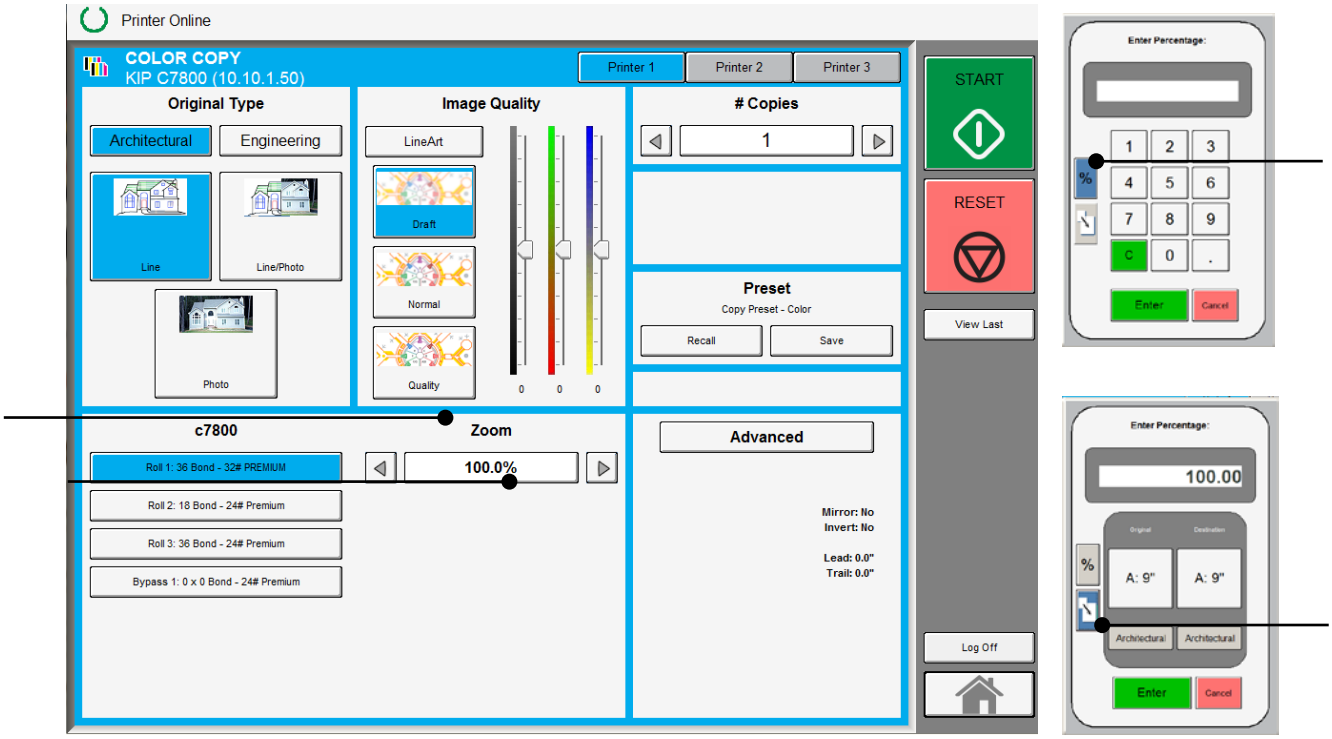
Size Select

a. Press the arrow keys to scroll through presets ratios or

b. Press on the Zoom number to enter a ratio on the key pad

   a. % button - enter a value in to set the percentage.

   b. Page button – select the page size to go from and the page size to go to.



Insert Original

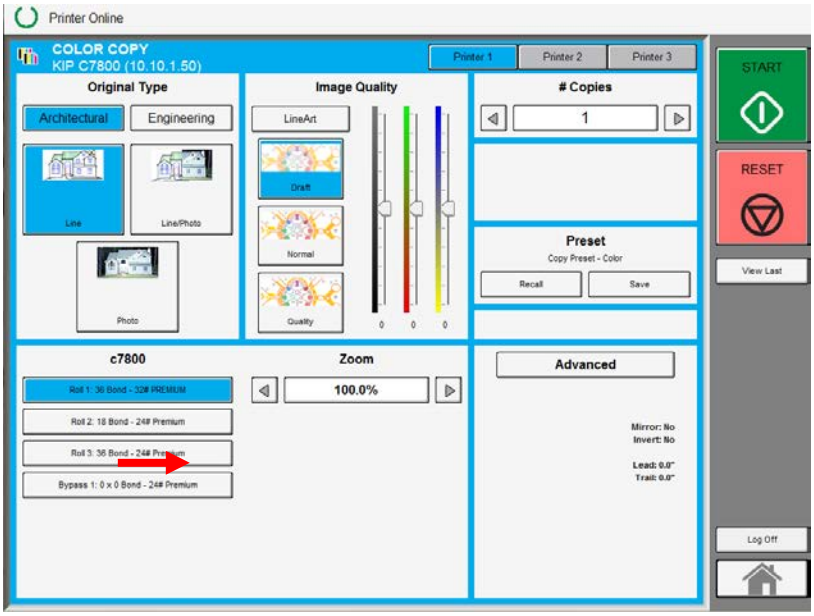
Using the guides on the feed table, center the original face up and push forward until the KIP System accepts it.

The KIP System will automatically commence to copy. While this occurs the image will be displayed on the Operator Panel for your reference.

Operation Details

Main Screen

The following pages detail the functions and settings of each button and sub screen that can be used to adjust the color copy mode.

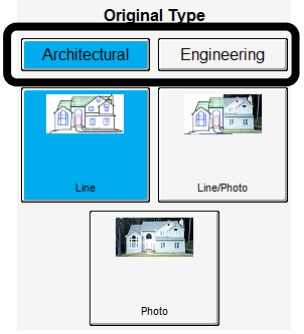


Original

This region allows the setting of the Size Mode (Engineering or Architectural) & the original image type.

Original Size Mode

This button is used to select the Size Mode of Engineering or Architectural.



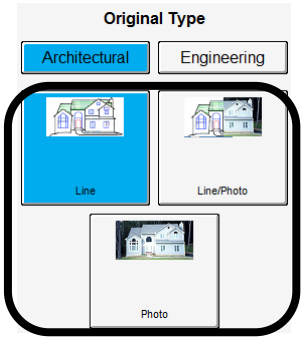
This will allow the automatic width detection system to determine the image width when an original is placed in the KIP System.

Engineering widths = 34, 22, 17, 11, and 8.5 inches

Architectural widths = 36, 30, 24, 18, 12, and 9 inches

Original Type

Select one of the three different predetermined original types. The selections are:



a. Line - used for simple color line documents

Line / Photo- used for a combination of color lines & photos

Photo - used for color photographic originals

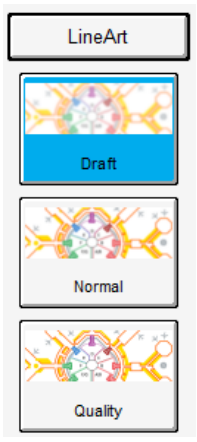
Press the desired original setting from one of the three diagrams. This will allow automatic image quality adjustments for the scan. Please note that the selection will be highlighted with a "black circle" and the icon will become white, as in the above example "Line/Photo".

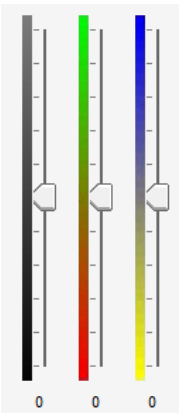
Image Quality

This region is used to change the image quality settings on the third party printer.

Line / Graphic Mode / Color Sliders

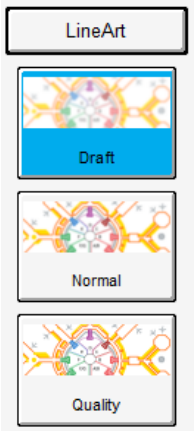
The device you will copy to will determine the best setting. Each Quality mode has three sub modes. Each mode must be calibrated prior to use. Please see Color Calibration in the "?" screen. There are sliders for simple color adjustments as well





Draft / Normal / High Quality

This controls the settings of the printer and which mode of image quality will be used on the printer. Please see third party printer guide for details.

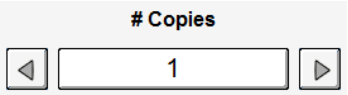


Copy Count

In this region the number of copies can be set.

Arrows - Count Increase / Decrease

Use the arrows to increase or decrease the total numbers of copies desired by one with each press of the button.



Number Pad - Count Increase / Decrease

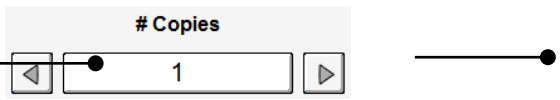
Press the "number of copies" value (which is a button) to set the desired number of copies using a number pad. This will allow the quick entry of larger numbers.

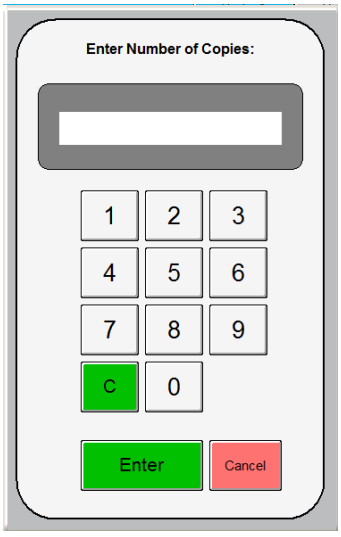
a. Press the numbers for the quantity desired. (up to 999)

Select "Enter".

If an entry error was made press "C" to start again.

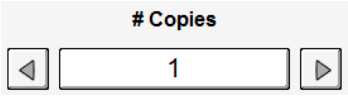
If you wish to close the screen without changing the quantity press "Cancel".





Clear

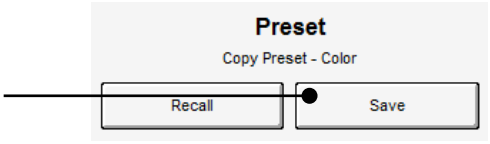
Press the “Reset” button to reset the quantity to “1”.

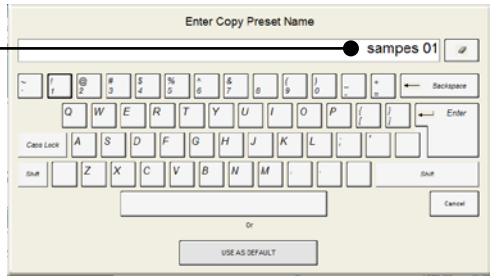


Preset Schemes

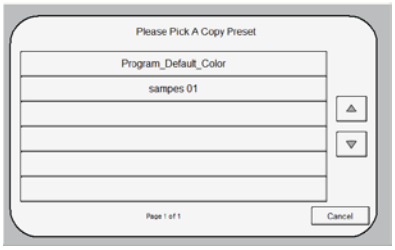
Preset Schemes allow the user to set up and save multiple schemes (unlimited number) to go along with the different types of files being used.

Schemes can be named relevant names and then later restored again when needed. Preset being used is displayed above preset buttons.





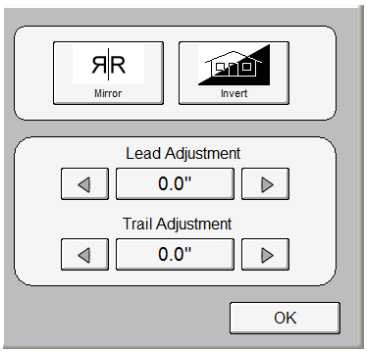
Selecting Recall brings up the “Please Pick a Copy Scheme” allowing the user to choose from multiple saved schemes.



Advanced Settings

The Advanced Setting button contains the additional parameters on a sub screen:

a. Mirror
b. Invert
c. Lead Edge Adjustment
d. Trail Edge Adjustment

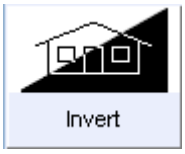


Mirror

Select this button to "mirror" a scan. This can be utilized on originals that have the actual image on the reverse side such as older "sepia" or "film" documents.

Invert

Select this button to change a region of white to black and visa versa of a scanned document. This is normally used for "negative" documents or "blue prints".



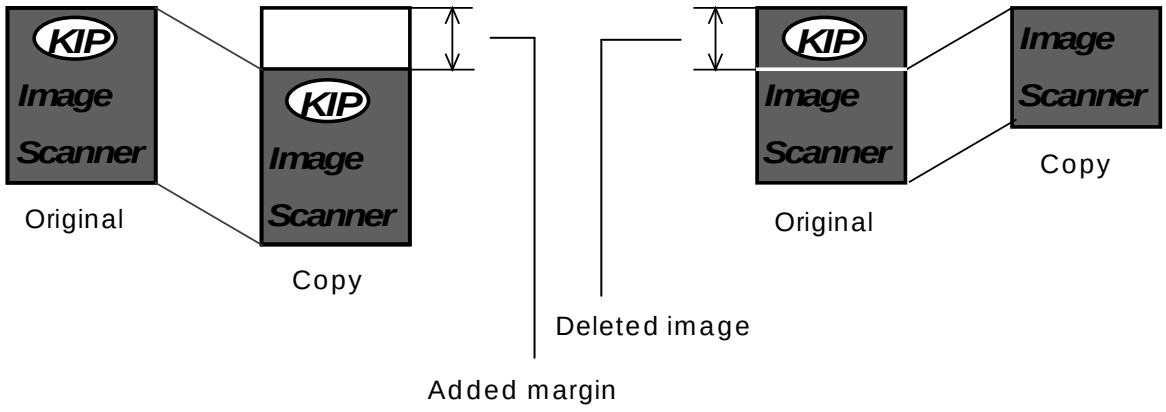
Leading Edge Adjustment

The leading edge of a copy can be altered. (+/- 4")

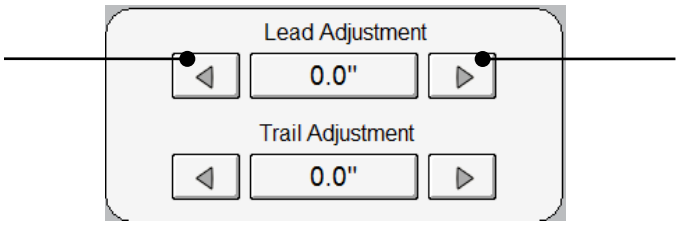
a. additional void area can be placed on the lead edge of a scan or

b. image can be removed (such as a binding strip or a file hanger)

Leading Edge + **Leading Edge -**



To adjust the Leading Edge, use the arrows to denote the quantity you wish to add or remove. Touch the value displayed area to reset the quantity.



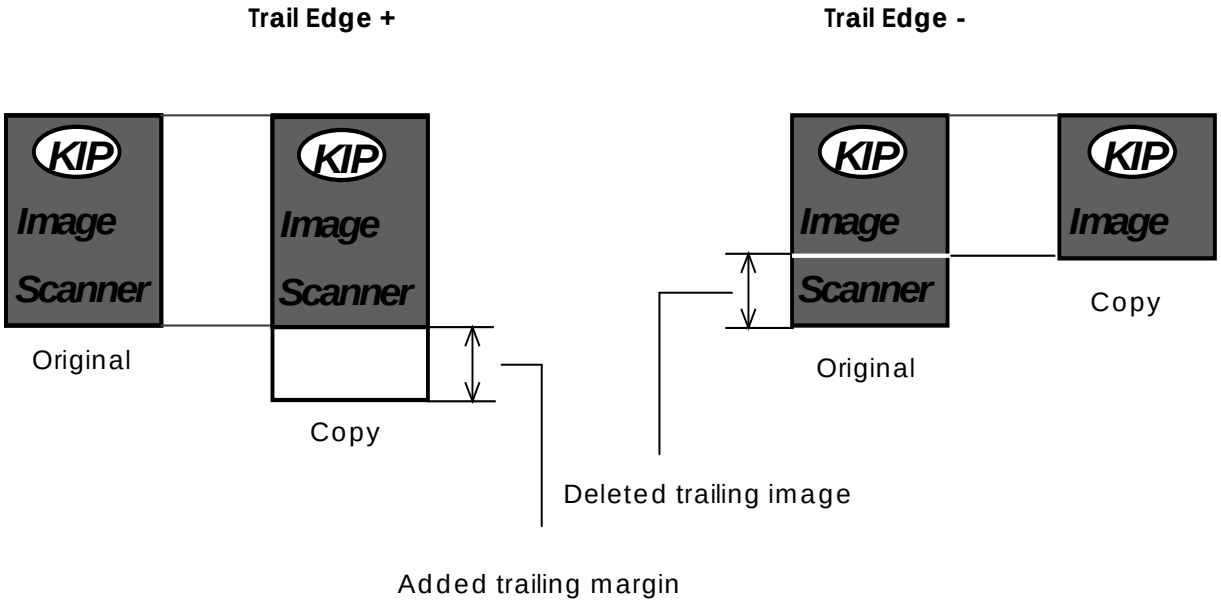
Make any of the required adjustments / selections and press "OK" to accept. The selections will now be displayed on the main Scan screen.

Trailing Edge Adjustment

The trailing edge of each copy can be altered. (+/- 4")

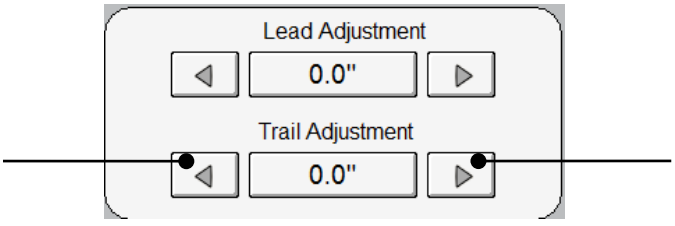
Additional void area can be placed on the bottom of a copy or

Image can be removed (such as a binding strip or a file hanger)



To adjust the Trailing Edge, use the arrows to denote the quantity you wish to add or remove.

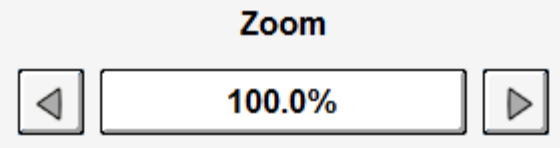
Touch the value displayed area to reset the quantity.



Make any of the required adjustments / selections and press "OK" to accept. The selections will now be displayed on the main Scan screen.

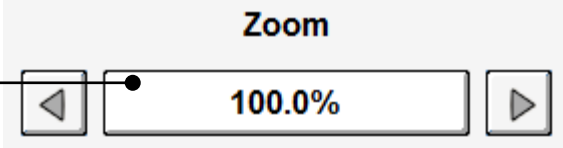
Zoom

Image size / Zoom can be altered in this region of the KIP operator panel. This includes automatic zooming, predetermined percentages, or ratio calculations to page size, and simple percentage increments.



Preset Percentages

The KIP has several predetermined industry standard zoom percentages used for quick access. These can be access with the arrow buttons.



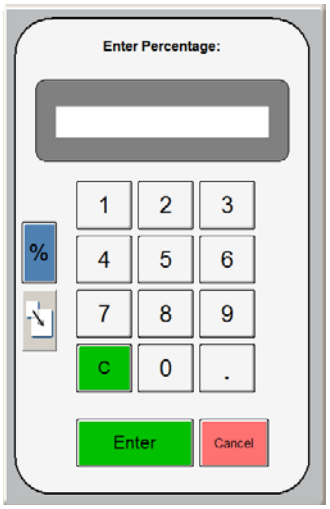
The pre-programmed percentages are:

25.0% → **50 - 66.7 - 70.7 - 100 - 141 - 150 - 200** → 400.0%

Percentage Key Pad

To enter a percentage directly:

a. Press on the Percentage value displayed (the number is a button).
b. This will show a keypad to enter the value (please note that the button Manual on the side is a default).

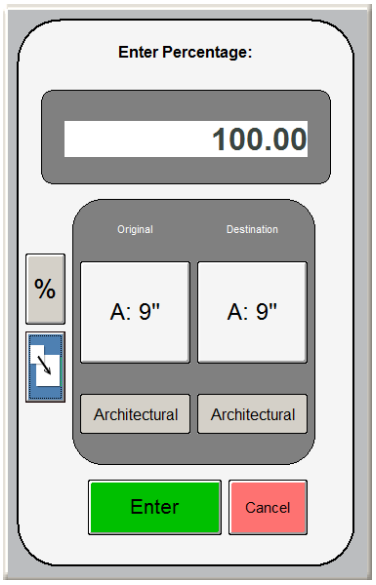


Press the desired zoom value and press enter.

Page Size Zoom

To enter a zoom percentage based on pages sizes into the UI:

a. Press on the Percentage value displayed (the number is a button). This will show a keypad to enter the value.



Select Standard button.

Select the original page size by pressing onto the original page size button.

Please note either Engineering or Architectural mode can be utilized by pressing on the button below the original page size.

Select the desired Copy page size. Again please note either Engineering or Architectural mode can be utilized.

Press **Enter** to confirm your selections or **Cancel** to restart.

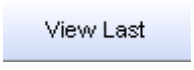
Start

The copier is always set to "Auto Start". That is when an original is inserted into the KIP System, it will start without user intervention.

The start button is used when a job is recalled. The start button will "start" the job if depressed after 'Recall" (the name will change to "Re-print").

View Last

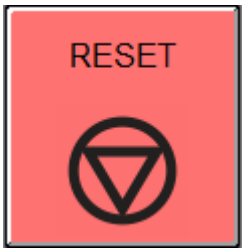
The last documented scanned to be copied be viewed.



Stop / Reset

This button has two functions.

1. Press the Stop button to stop the current scan. The original will be ejected automatically. If not, open Top Cover to remove the original.
2. Press the Reset button to restore the "default settings" in Copy Mode. Some of the default settings are determined in the Information / Help Screen of the UI. (see Copy Mode Configurations chapter)



Log Off

This button only appears when "KIP Track" functions are enabled. This allows the current user to cease all KIP functions after the user has performed the required copies (after the code was entered to enable Coping).

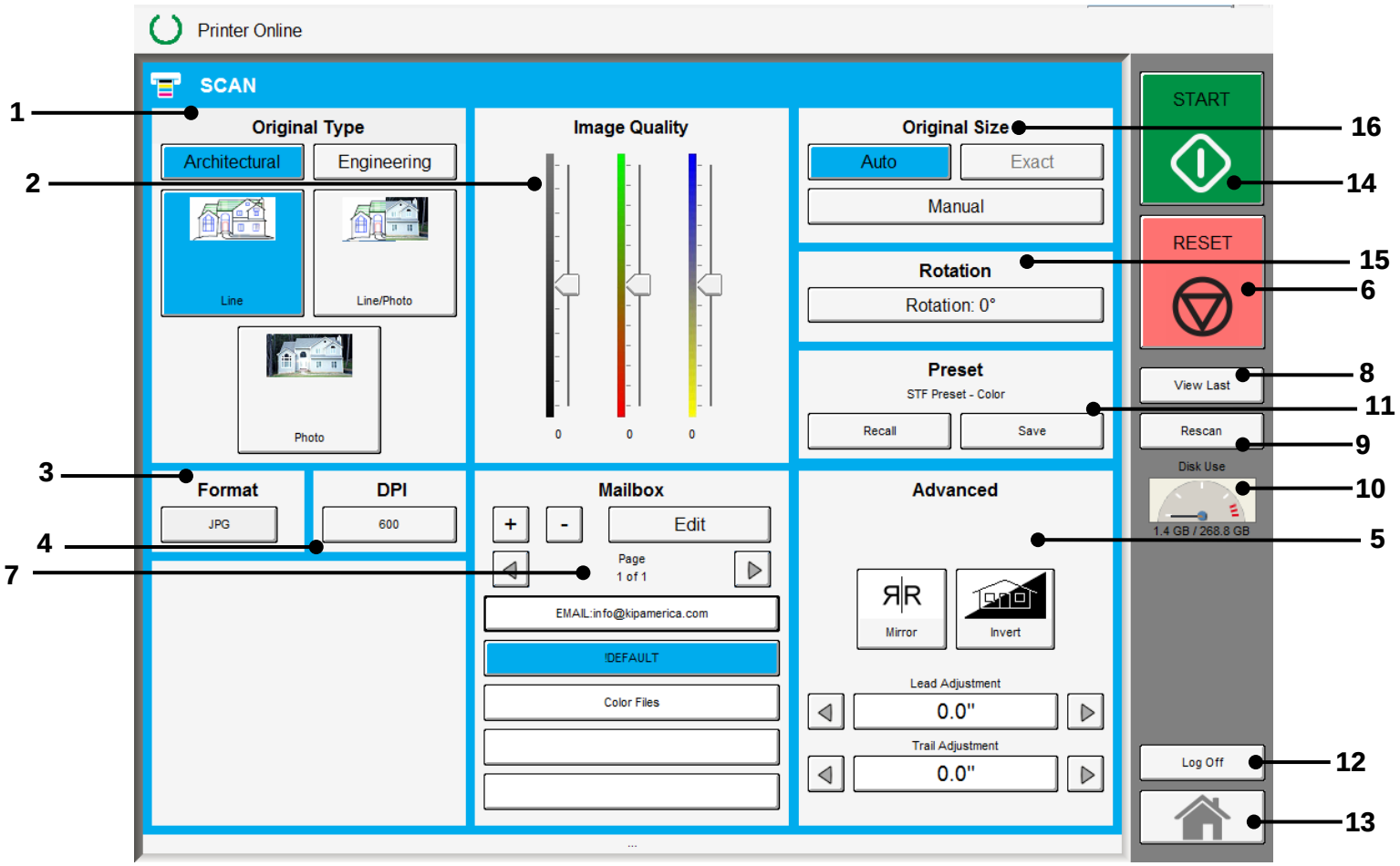
Please note that the KIP printer will also automatically log off the current user after 180 seconds of no copy function activities by a user.

Home

This button will return to the main screen.

Scan Mode – Color

Main Screen



KIP Multi-Touch Software

Button Name	Function
1. Original Type	User Selects the type of original to scan. Also select either Eng/Arch Mode here. As well as the color mode to scan with, Line, Line/Photo and Photo.
2. Image Quality	Make simple brightness and color adjustments.
3. Format	Scroll through formats the file will be saved to.
4. DPI	Scroll through the image resolution. (DPI)
5. Advanced Settings	Invert, mirror, and edge adjustments preformed / displayed with this button (sub screen)
6. Reset / Stop	Resets the system to default settings. Stops a scan in process
7. Mailbox	Select where the image will be stored after the scan (KIP printer, FTP, LAN PC etc)
8. View Last	View the last scanned image
9. Rescan	Rescans the last image (replaces)
10. Disk Use	Show how much of the Hard driver remains available.
11. Preset Schemes	Save Multiple Scan Schemes for different File types
12. Log Off	Logs off user
13. Home	Returns to the main Home Screen
14. Start	Select to start the scanning process if Auto Start is not on.
15. Rotation	Apply rotation to the scanned output 0°, 90°, 180° and 270°
16. Original Size	Auto by default to allow the software to determine the scanned output. Can also be manually set to a specific or custom size.

Simple Scanning

To scan to file in color, please follow these basic steps. The following chapters have details on adjustments and parameters that the user can change to modify color scans.

Select Scan Mode

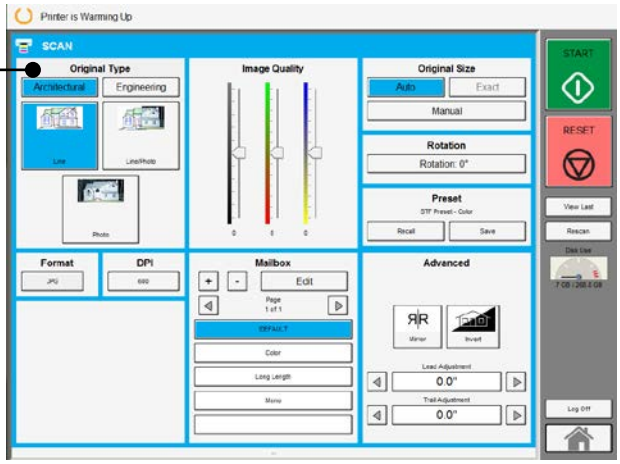
From thehome screen select “Scan to file” then select Color Mode in the upper left corner.

Select Original Type

Select whether the document is an engineering or architectural size document. This will allow the automatic width detection to function.

Engineering widths = 34, 22, 17, 11, and 8.5 inches

Architecture widths = 36, 30, 24, 18, 12, and 9 inches



Select Original Image Type

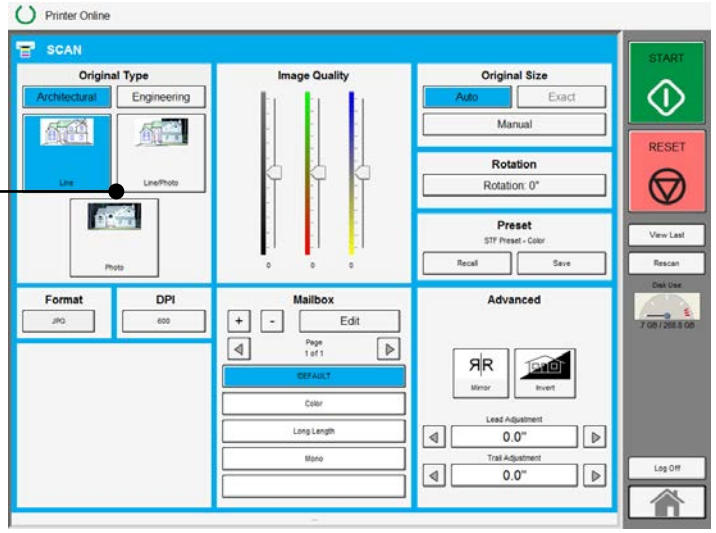
Set the original Image type you will scan. The selections are:

Line- used for simple color line documents

Line / Photo- used for a combination of color lines & photos

Photo- used for color photographic originals

This will allow automatic image quality adjustments for the color scan.



Select Format

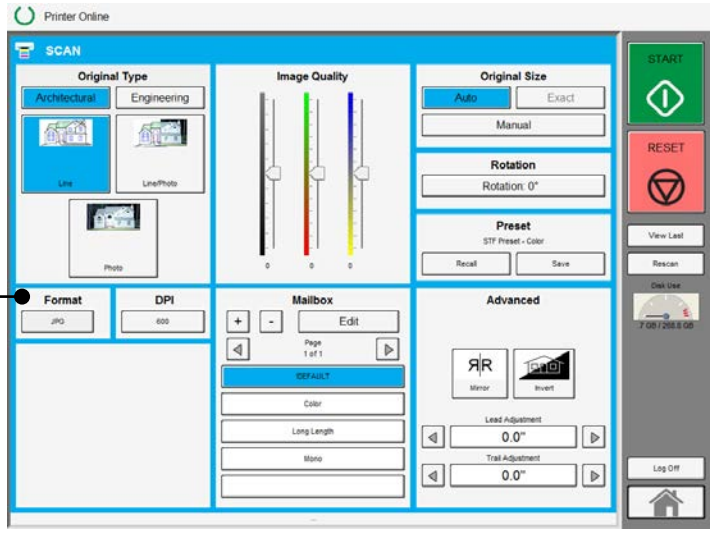
Press the button to scroll through the file formats available.

TIF

JPEG

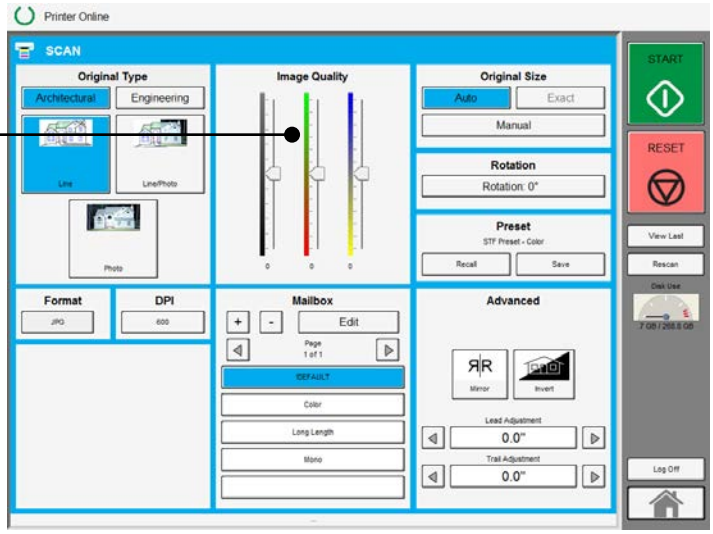
PDF

Select a desired file format.



Select Image Quality

Using the available sliders users have the ability to make simple color adjustments.



Select Original Size

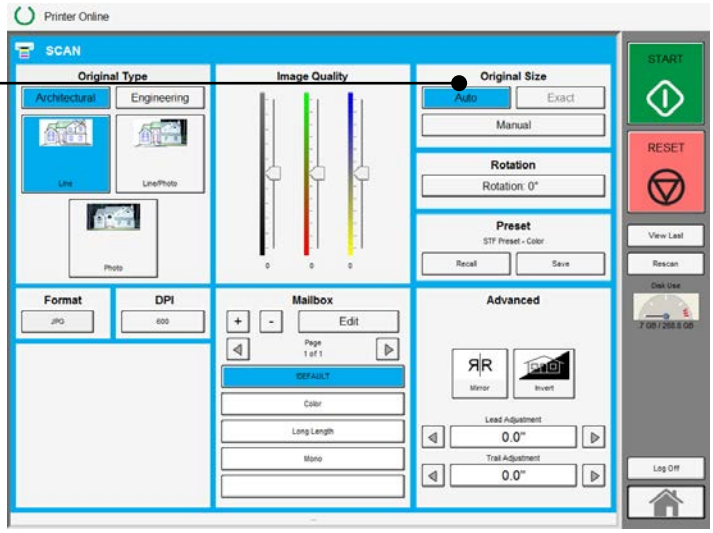
Using the available options users select the Original size of the file to be scanned.

Auto – Scanner will auto detect the size of the sheet inserted.

Manual – Users select from preset sizes or create a custom size.

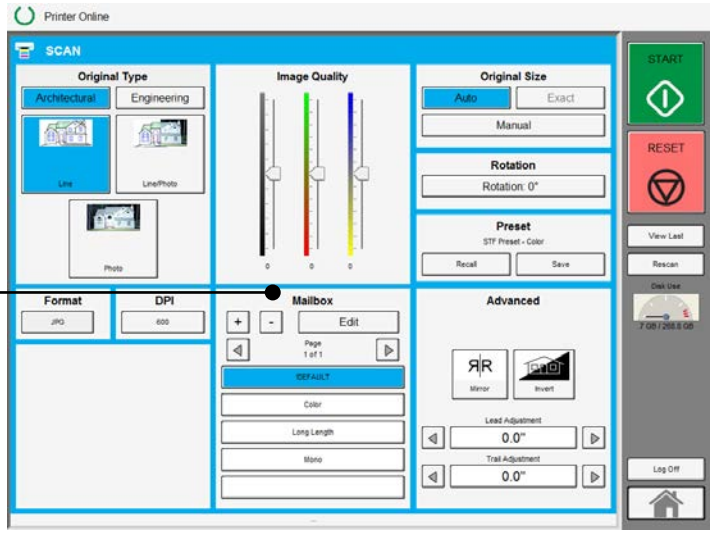
Exact – Scanner will read the exact size of the sheet inserted.

Note – Exact is scanner dependent and only works with the KIP 2300 scanner.



Select Mailbox

Select the location to where the file will be saved. Use the "Page Arrows" to view other choices currently available.



> **NOTE**
>
> The Mailboxes are predetermined by the system administrator or key operator. Please contact these persons for any additional locations that you may require. The "Mailbox" button will allow for additional location entries.

Insert Original

Using the guides on the feed table, center the original face up and push forward until the KIP System accepts it.

The KIP System will automatically commence to scan. While this occurs the image will be displayed on the Operator Panel for your reference.

Retrieve the File

Depending on the "Mailbox" you may now access your scan from a PC connected to the LAN. This includes:

a. From a FTP site (using Microsoft Windows Internet Explorer or other FTP software)
b. From the "KIP Mailbox" utilizing "KIP Request" to access the document.
c. From SMB Location
d. From a USB device

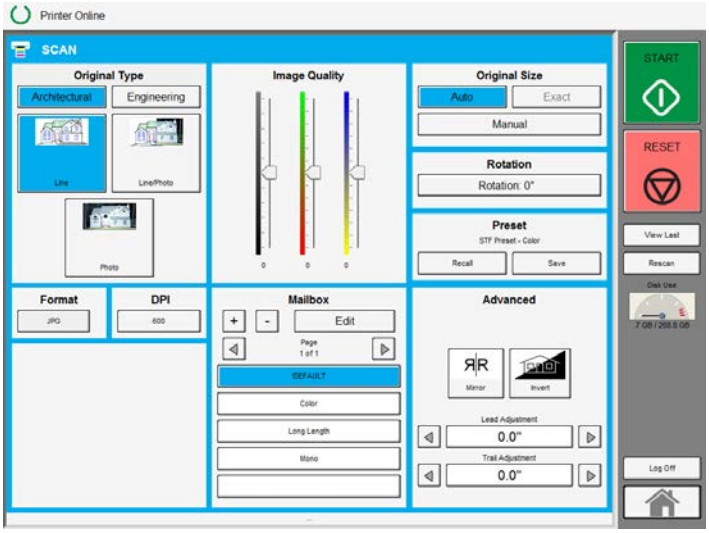
Please see the User Guides of these applications for details on their function.

Operation Details

The following section has details on adjustments and parameters that the user can change to modify color scans

Main Screen

On the main “Home” screen select the “Scan to file” button then select Color Mode in the upper left corner.



This screen contains all user functions for scanning to file in color. The following pages details the functions and settings of each button and sub screens that can be used to adjust the scan parameters to achieve the required result.

Original Type

This region allows the setting of the Size Mode (Engineering or Architectural) & the Original Document type.

Original Size Mode

This button is used to select the Size Mode of Engineering or Architectural.

This will allow the automatic width detection system to determine the image width when an original is placed in the KIP System.

Engineering widths = 34, 22, 17, 11, and 8.5 inches

Architectural widths = 36, 30, 24, 18, 12, and 9 inches

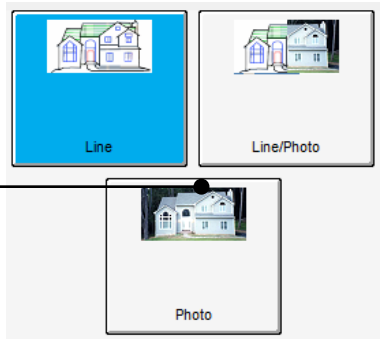
Original Type

Select one of the three different predetermined original types. The selections are:

Line- used for simple color line documents

Line / Photo- used for a combination of color lines & photos

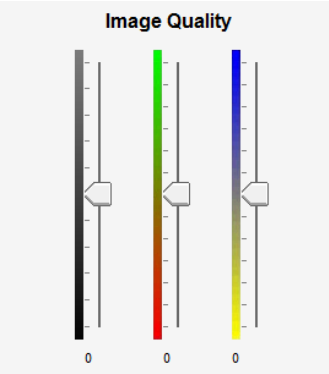
Photo- used for color photographic originals



Press the desired original setting from one of the three diagrams. This will allow automatic image quality adjustments for the next scan. Please note that the selection will be highlighted with a “black circle” and the icon will become white, as in the above example “Line/Photo”.

Image Quality

Using the available sliders users have the ability to make simple color adjustments.



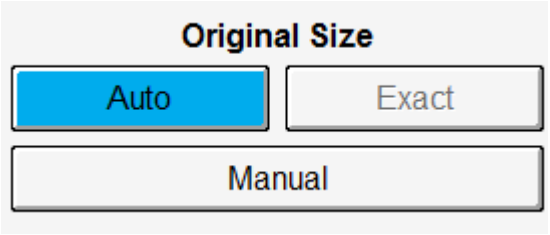
Original Size

This region is used to select the image size of original being scanned.

Automatic Size

For most scans, "Automatic" should be selected. This will allow the KIP System to automatically determine the width and length of the scan without any user intervention.

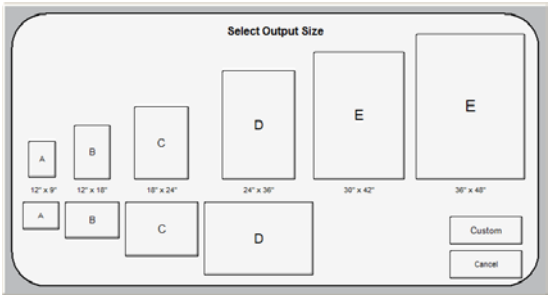
(Please also note "Original Size Mode")



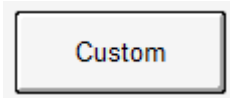
Manual Size

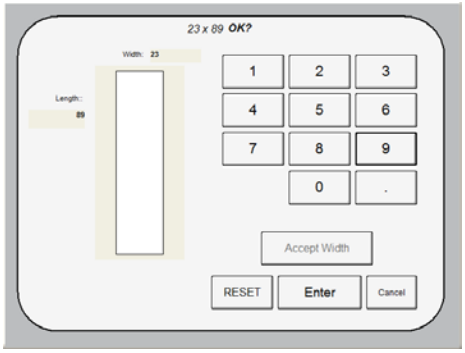
To select an original size manually, select Manual and a sub screen displays all current standard page sizes.

a. Select a size or press “custom”.



Or use Custom to select a width.

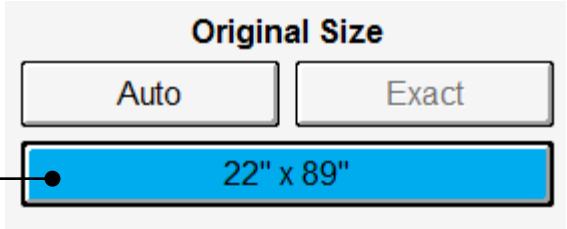




Set the width of the scan.

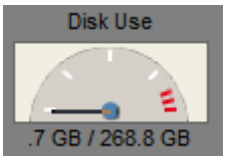
Set a Standard Length or Custom Length – set the Custom length in the key pad and press enter.

The cut length will now be displayed in the Manual button. In this example 18” width and a custom length of 25.8”.



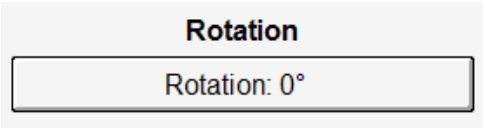
Hard Drive Space Monitor

Located on the main screen of the KIP printer Scan mode, the Disk Use monitor provides a real-time display of remaining disk space on the KIP printer's hard drive. The monitor shows both the used space and the space available for image storage on the drive.



Rotation

The file can be saved rotated from the actual feed direction. This can be used to reduce the scan time on certain orientation of originals, when they are archived.



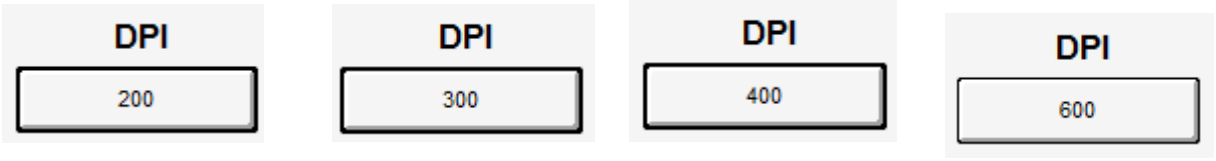
Press the "Rotation" button to select either one of four settings:

Rotation 0°, Rotation 90°, Rotation 180° and Rotation 270°

DPI

Scroll through the DPI button to select the required scan resolution.

Choices are:



Format

Press the “Format” button to scroll through the file formats available.

TIF Packbit

JPEG

PDF Color

Select the file type required to save the image into this format.

Preset Schemes

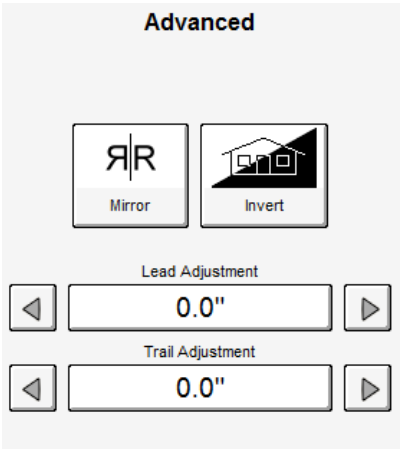
Preset Schemes allow the user to set up and save multiple schemes (unlimited number) to go along with the different types of files being used.

Schemes can be named relevant names and then later restored again when needed. Preset being used is displayed above preset buttons.

Selecting Restore brings up the “Please Pick a Scan Scheme” allowing the user to choose from multiple saved schemes.

Advanced Settings

The Advanced Setting button contains the additional parameters on a sub screen:



Mirror

Invert

Lead Edge Adjustment

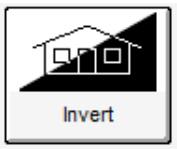
Trail Edge Adjustment

Mirror

Select this button to "mirror" a scan. This can be utilized on originals that have the actual image on the reverse side such as older "sepia" or "film" documents.

Invert

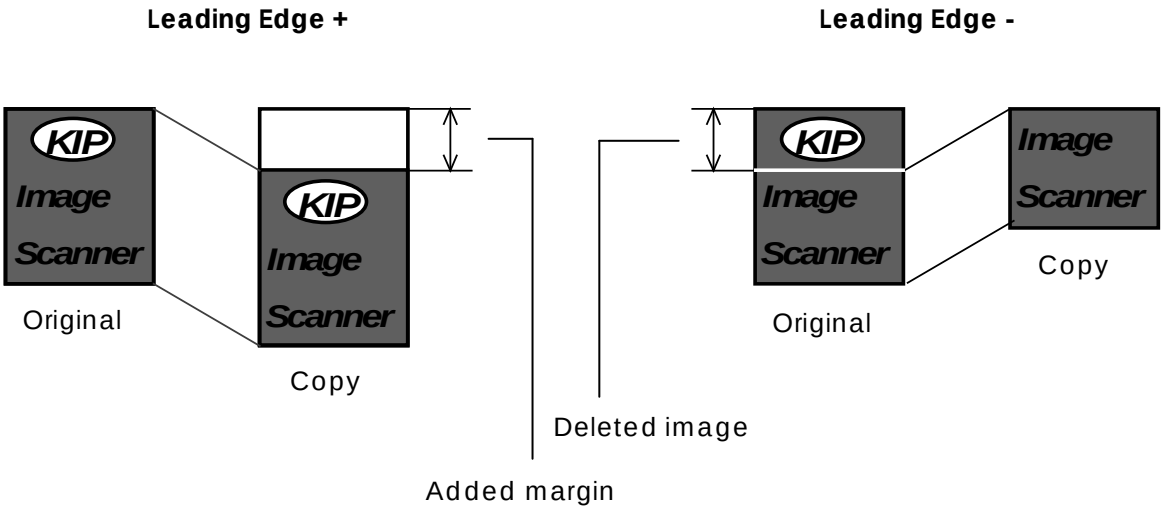
Select this button to change a region of white to black and vice versa of a scanned document. This is normally used for "negative" documents or "blue prints".



Leading Edge Adjustment

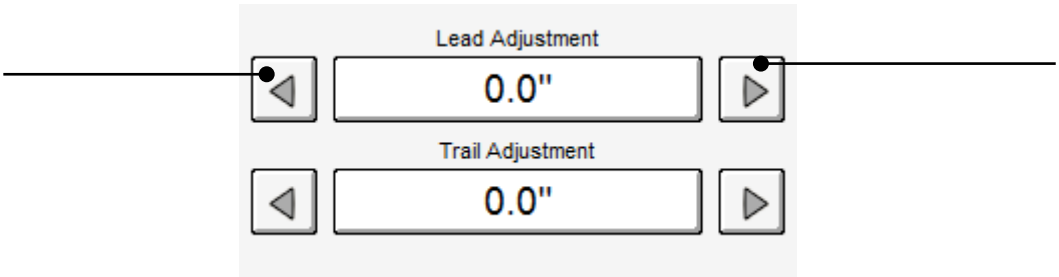
The leading edge of a copy can be altered. (+/- 4")

a. additional void area can be placed on the lead edge of a scan or
b. image can be removed (such as a binding strip or a file hanger)



To adjust the Leading Edge, use the arrows to denote the quantity you wish to add or remove.

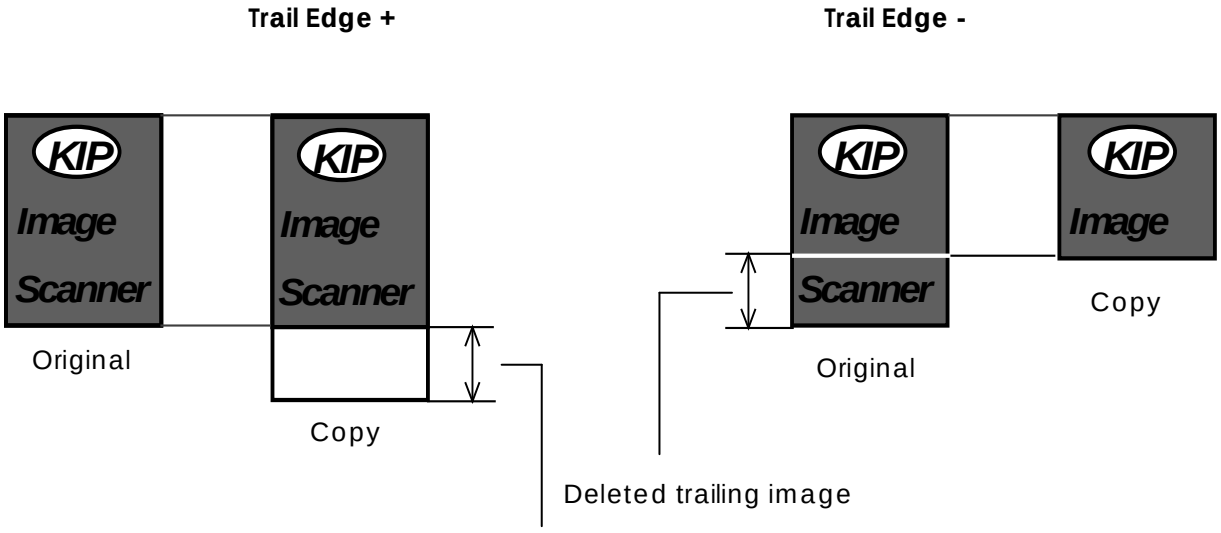
Touch the value displayed area to reset the quantity.



Trailing Edge Adjustment

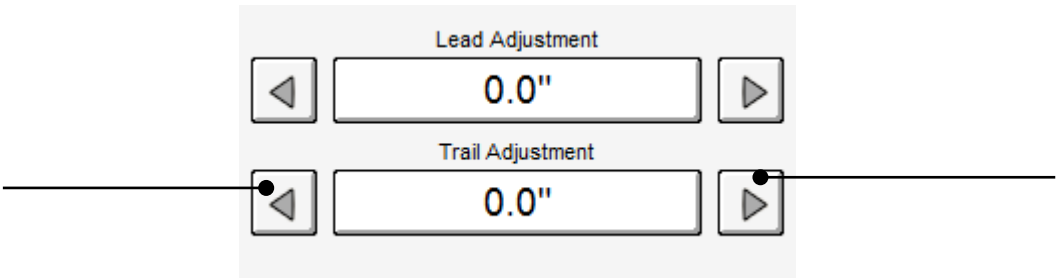
The trailing edge of each copy can be altered. (+/- 4")

e. Additional void area can be placed on the bottom of a copy or
f. Image can be removed (such as a binding strip or a file hanger)



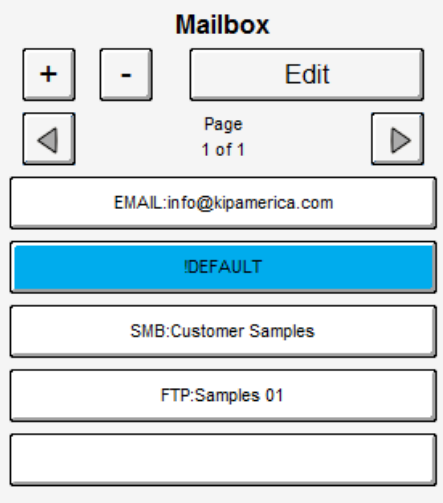
To adjust the Trailing Edge, use the arrows to denote the quantity you wish to add or remove.

Touch the value displayed area to reset the quantity.



Mailbox

This region of the Scan screen allows the user to select where the color files will be placed.



Mailbox locations:

Local – Mailbox saved directly to the hard drive on the KIP

SMB – Folder created at a different location (workstation, Network) and shared

FTP – Folder created at a different location and shared (FTP Mailbox is set up through KIP Print or KIP PrintNet).

USB – External device

Start

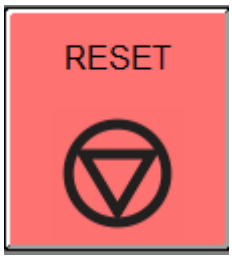
No function at this time in Scan Mode.

All scans in Scan Mode are “Auto Start”.

Reset / Stop

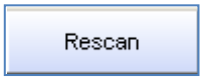
This button has two functions.

1. Press the Stop button to stop the current scan. The original will be ejected automatically. If not, open Top Cover to remove the original.
2. Press the Reset button to restore the “default settings” in Scan Mode. Some of the default settings are determined in the Information / Help Screen of the UI. (see Scan Mode Configurations chapter)



Re-Scan

If the scanned image was not satisfactory, you can replace the last image scan by selecting this button and proceeding with the scan procedure as normal.

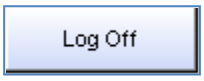


View Last

Allows the last scan to be reviewed again on the UI.

Log Off

This button may be displayed if KIP Track is enabled. Press this button to log off the current user after the scanning has been completed.



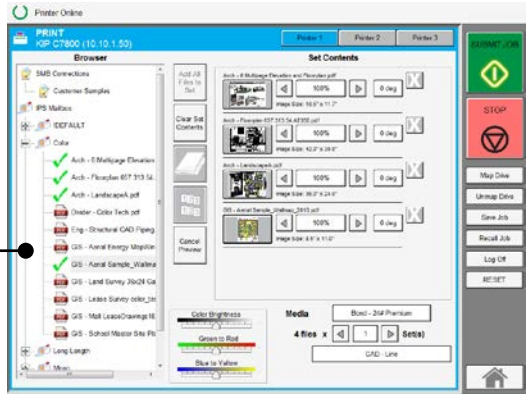
Print - Color

The print function allows for the printing of existing files from the following locations:

- Local
- USB
- SMB

- Click the "File-to-Print" button to print files stored locally on the printer, from mapped drives and USB drives.

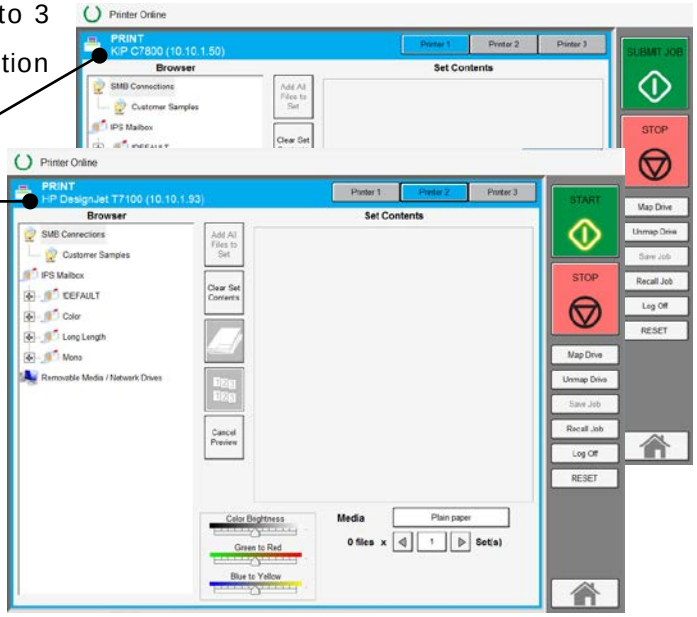
- Browse to the destination and select the file or files to be printed. Selected files will have a **Green** check mark next to them and appear on the right.



Printer selection

The KIP 8.0 software has the ability to configure up to 3 color printers. This is done in the Color Configuration section and is covered in that section of this manual.

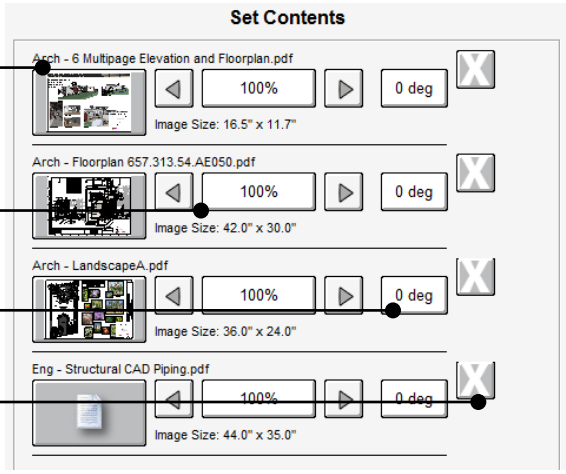
Select the printer by clicking Printer 1, Printer 2 or Printer 3 (all would have been configured already if available).



Set Contents

The Set Contents allows for individual settings to be applied to each file. This allows for customization of the job to be printed.

- *Small view of selected file*
- *Force size selection – use arrows to scroll through standard percentages or select the Percentage box to pick from preconfigured page sizes.*
- *Rotation – Select the Rotation box to change rotation of file.*
- *Delete – Remove unwanted files by select they X*



Note: To set all of the selected files to the same setting

select one file and make changes. All files added from this point will have these settings.

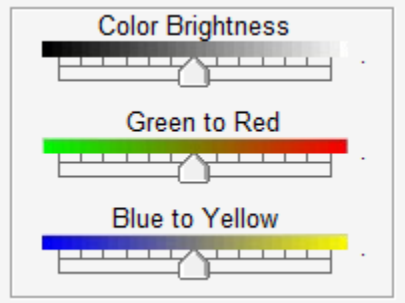
Color Adjustments

Print allows the user to make simple color adjustments right from the Multi Touch screen.

Color Brightness *– Adjust the brightness from dark to light*

Green to Red *– Make simple adjustments to the greens and reds*

Blue to Yellow *- Make simple adjustments to the blues and Yellows*



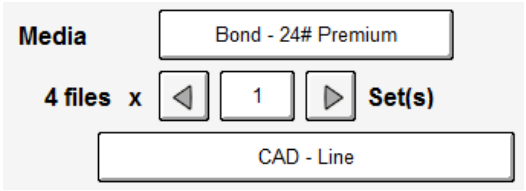
Media Selection

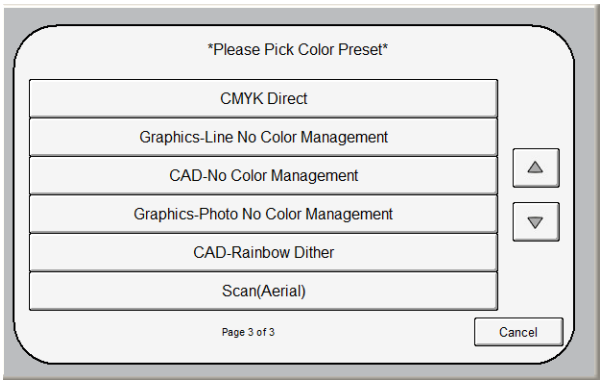
Media selection is dependent upon the printer the software is attached to.

Media – Displays the calibrated media

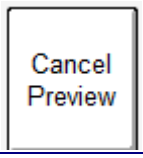
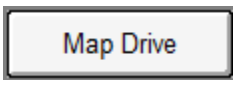
Quantity – select the amount of sets to be printed

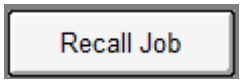
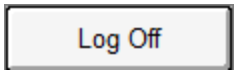
Color Option – Select to set the color preset.





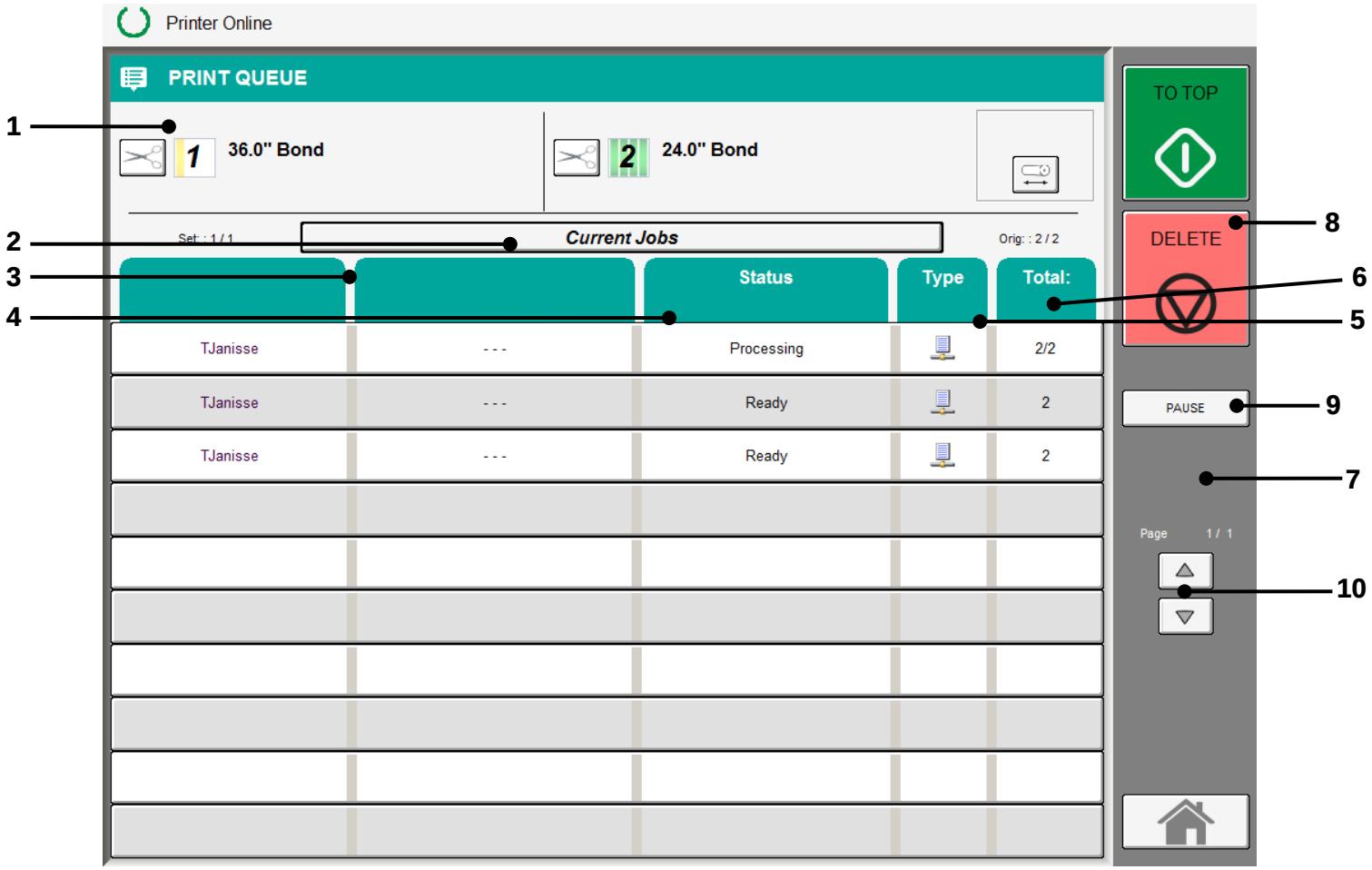
Additional Print Functions

	Add All Files to Set – Once a folder has been selected this will allow you to add all files in the folder to the set.
	Clear Set Contents – Selecting this button will remove all selected files from the current job being assembled.
	Fold – If a folder is available seleting this button will allow the selection of different fold packages.
	Collate – Will send the sellected files as 111,222,333 or 123,123,123 for different collation selection.
	Cancel Preview - the software will not take the time to preview each file and will in turn load them quicker.
	Map Drive – Allows the IT Administrator to map one network drive.

	Unmap Drive- once a mapped drive has been created it can be unmapped so another mapped driver can be created if necessary.
	Save Job – allows for the saving of jobs. This will make it so they can be recalled at a later time.
	Recall Job – User have the ability to recall a previously saved job.
	Log Off – Selecting this will log off the current logged in user.
	Reset – Selecting this will reset to default settings.

Print Queue

Main Screen



KIP Multi-Touch Software

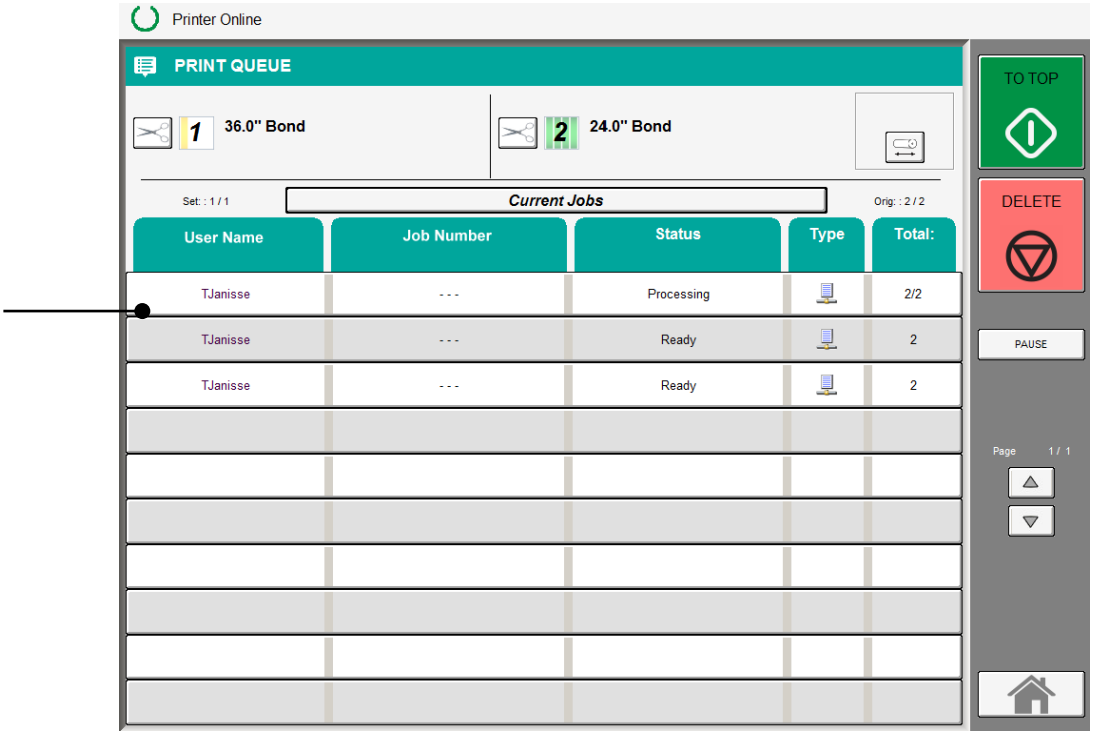
Button Name	Function
1. Media Information	Displays and allows change of the Width and Type. Shows the amount remaining per roll deck. (two or four rolls depended on system)
2. Mode	Selects the "Mode" of the system. (Current Jobs/Job History)
3. User Name – Job #	Display the User and any user info for the job ID. A job can be selected for other functions noted below.
4. Status	Shows the current status of a job and media selection.
5. Type	Displays a copy or network print job
6. Total	Displays the total number of prints and current number printed.
7. To Top	After a job is selected (see #2) the position in the queue can be changed to the next job printed.
8. Delete	After a job is selected (see #2) it can be removed from printing.
9. Pause	Pauses printer to allow media change, etc.
10. Up/Down	Scrolls through pages in the queue if so available.

Operation Details

The Job Info screen is used to view or manage the current copy or prints jobs on the KIP System.

Job List - Main Screen

All jobs that are currently printing or are waiting to print are displayed in this area.



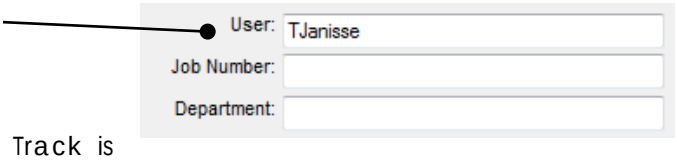
You may view a jobs details, (or for other functions described further in this manual) by selecting the job from the list

User Name

Displays the "Name" or the "owner" of the job

This information is obtained from fields within:

a. KIP Print



KIP Windows Driver

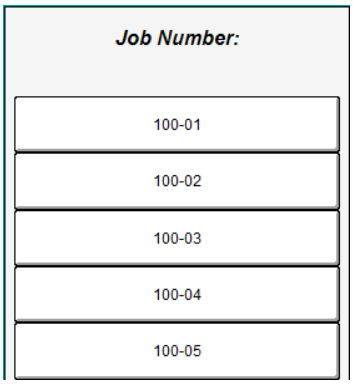
KIP AutoCAD Driver

Or from the KIP Track Fields on the copier when KIP Track is enabled

Please see respective User Guides for detailed information

An example screen from KIP Print:

Job Number



Displays the "Job Number" or details regarding the job

This information is obtained from fields within:

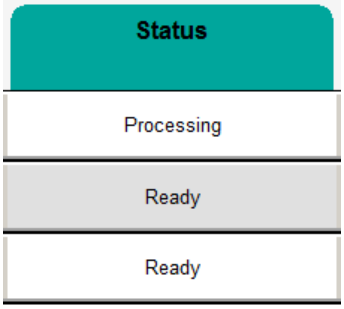
a. KIP Print

KIP Windows Driver

KIP AutoCAD Driver

Or from the KIP Track Fields on the copier / scanner when KIP Track is enabled

Status



Displays the current "Status" of a job.

Displays one of the following:

a. Processing – job is currently printing

On Hold – puts the job in the queue but will not print until a valid media type is applied

Vellum – Media required - Vellum

Film – Media required - Film

Bond – Media required - bond

Type

Displays the source of the job, jobs can be sent from the network or come from the copier functions.

For network jobs, the following symbol is displayed:

For copy job the following symbol is displayed:

Total

Displays the number of prints, this includes:

a. the quantity in each job

b. the amount remaining , when a job is printing.

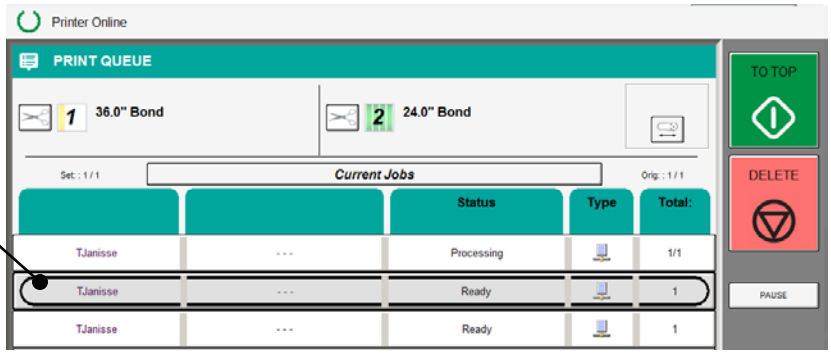
Delete

To remove a job from the Job list:

a. Select the job to remove then select "Delete"

Press the Delete button

The job will be removed from the list.



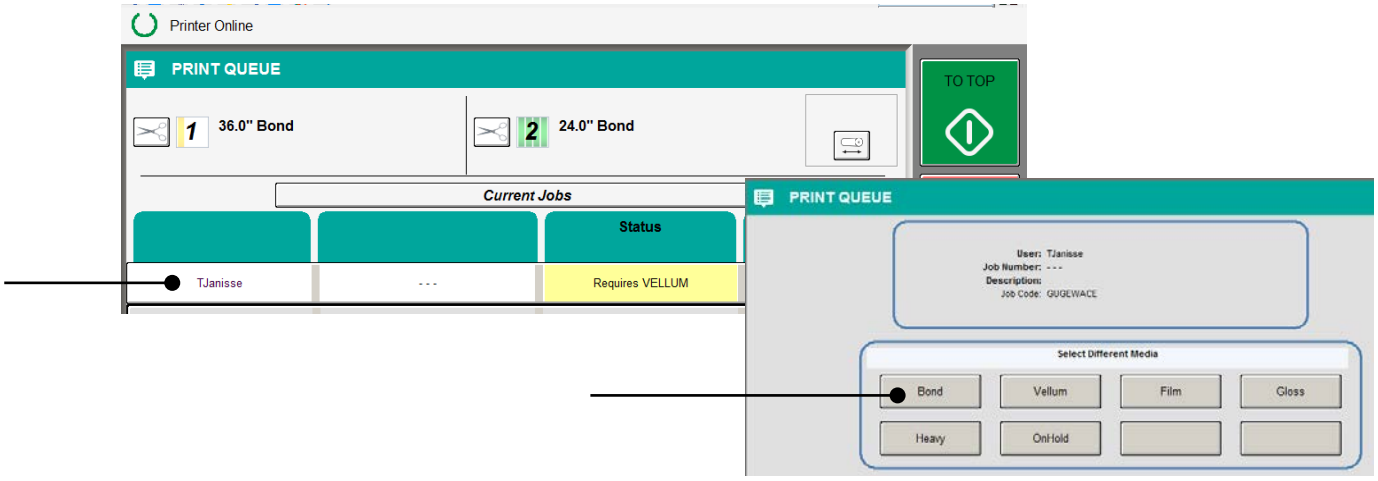
Change Media Type in Print Job

To change the media type in a job that may be in the job list:

a. Select the job

Job Information screen will appear.

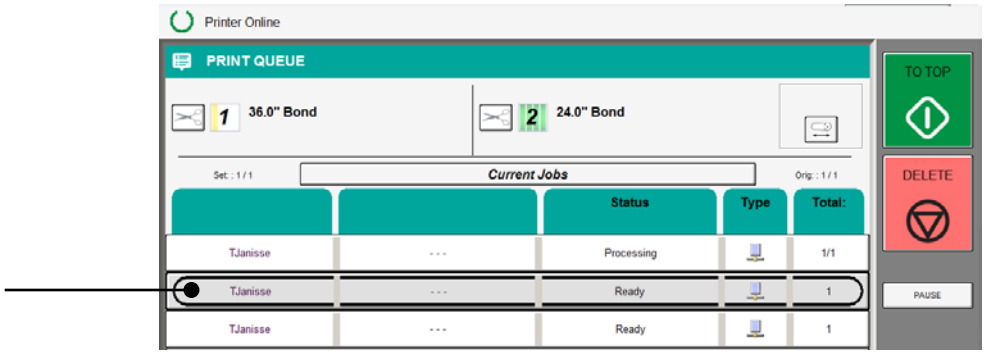
Press the Bond, Vellum or Film button to set the new media type for this job.



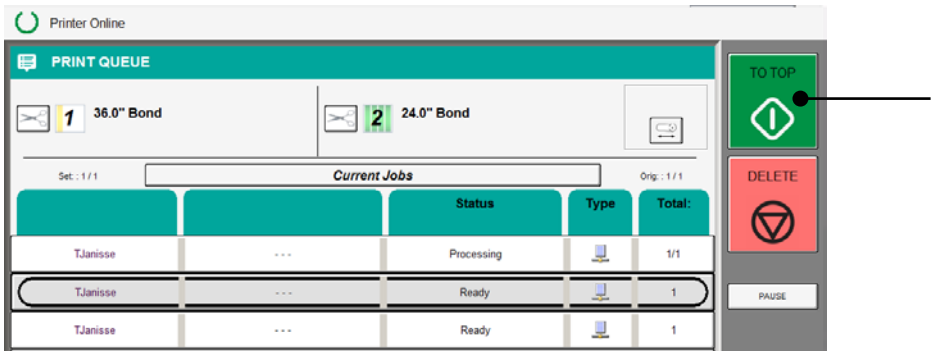
To Top

If a job in the list is required urgently and there are other jobs in the list prior to it, the job can be moved to the top of the queue.

a. Select the job from the list



b. Press the "To Top" button and the selected job will be moved to the top of the queue.



c. The list will be updated with urgent job to be printed next.

Pause

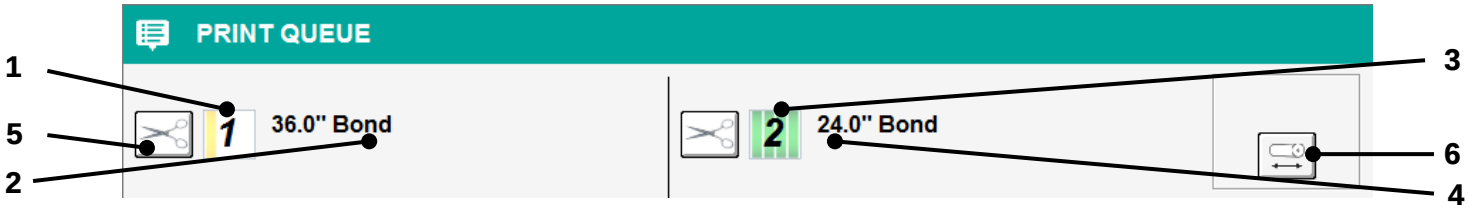
To pause all print jobs (to replace paper or perform another task that may require the printer to pause) press the pause button.

Page Scroll

Arrows may appear in the lower right corner of the screen to scroll through the pages of jobs. Please note that the total number of pages will be displayed as well as the current page.

Media Information

At the top of the Job List Screen is the region that displays the current media loaded in KIP System. Please note that only rolls the printer has will be displayed.

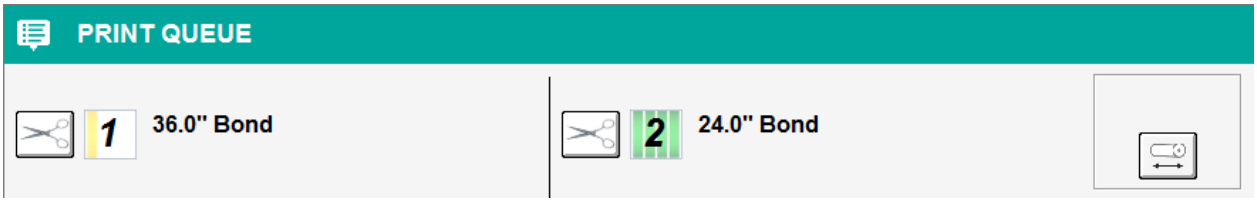


1. Amount Remaining	Displays the amount of media remaining in 25% increments
2. Media Type	Displays the type of media loaded in the drawer.
3. Roll Deck	Displays the Roll deck the media is loaded in.
4. Width	Displays the media width.
5. Trim Roll	Selecting this will trim the selected roll.
6. Define Roll	Allows the user to set the media type in the drawer.

Change Media Information

At the top of the Job List Screen is the region that displays the current media loaded in KIP System. Please note that only rolls the printer has will be displayed.

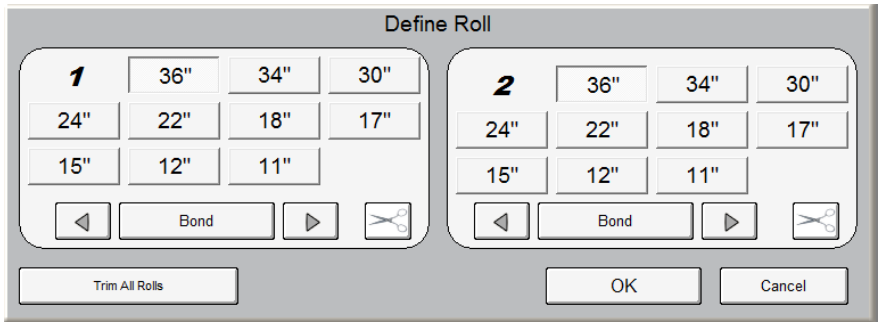
a. Press the “Roll Info Menu” to set media type and width in all roll decks



b. Select the correct media width and type for each deck as required (two roll model screen shown below)

c. Select OK to set

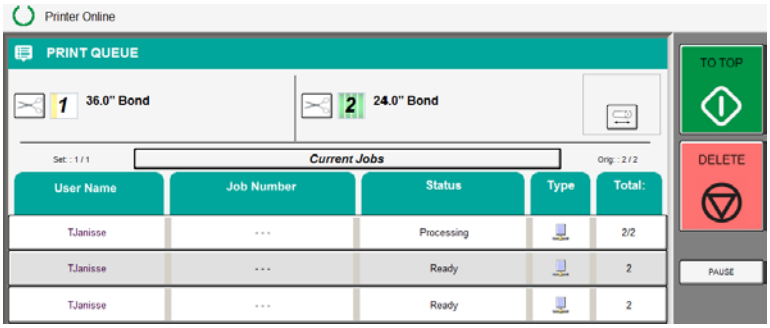
d. The new settings will be noted on the top of the Job Info Screen



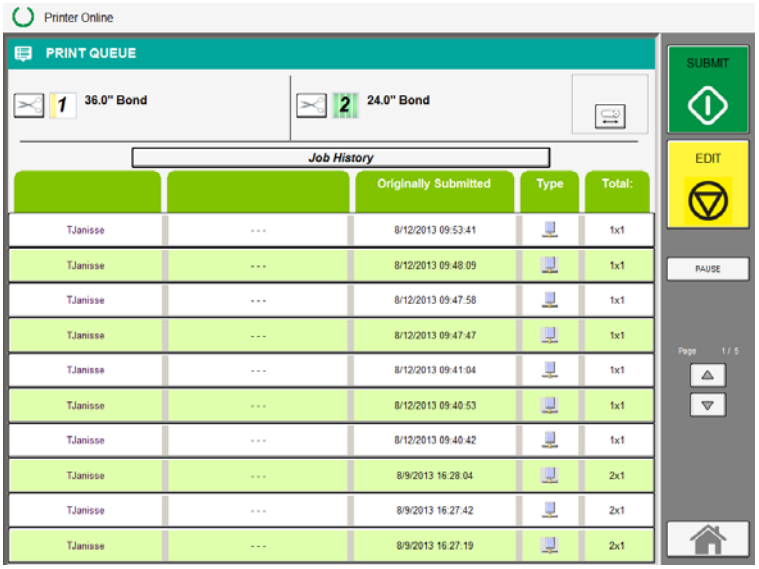
Job History

KIP Job History can be used to call up and print jobs that were previously printed. By selecting a job from the Job History list, the job can be changed and resubmitted for printing.

1. To use the KIP Job History select the Job Info Button and click on the Current Job button

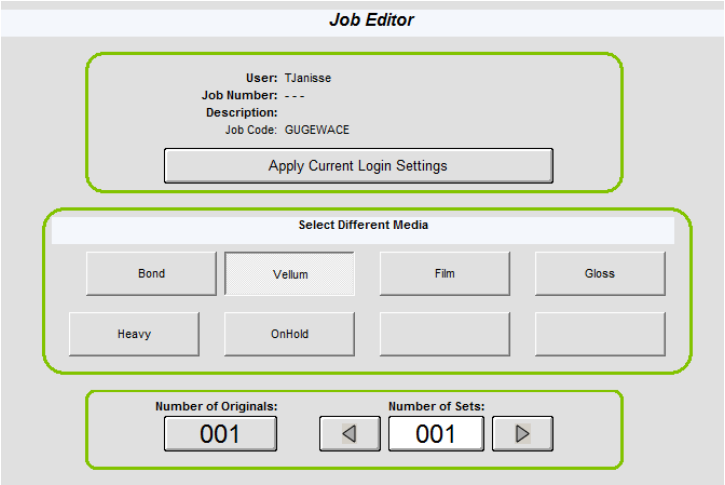


2. The Job History Information will now be displayed on the screen and select the job to be edited.



3. Select the Edit Button to access the available options for the current selected job.

4. Users have the option to change KIP Track information, Media type, Number of Originals and number of sets. Or to delete the job from History.



5. When all changes (if any) are complete select the Submit button to send the job to the printer.

"?" Help Screen

Configuration Screen

Overview

The KIP software has the ability to display information about the system and allow detailed configuration or setting of the KIP System for Copy and Scan modes.

It also has visual user guides which can assist the user in perform the functions of the KIP System.

To enter the "Help – Configuration" screen press the "Guides" button on KIP System user interface. Then Press the Ok button in the bottom right corner.

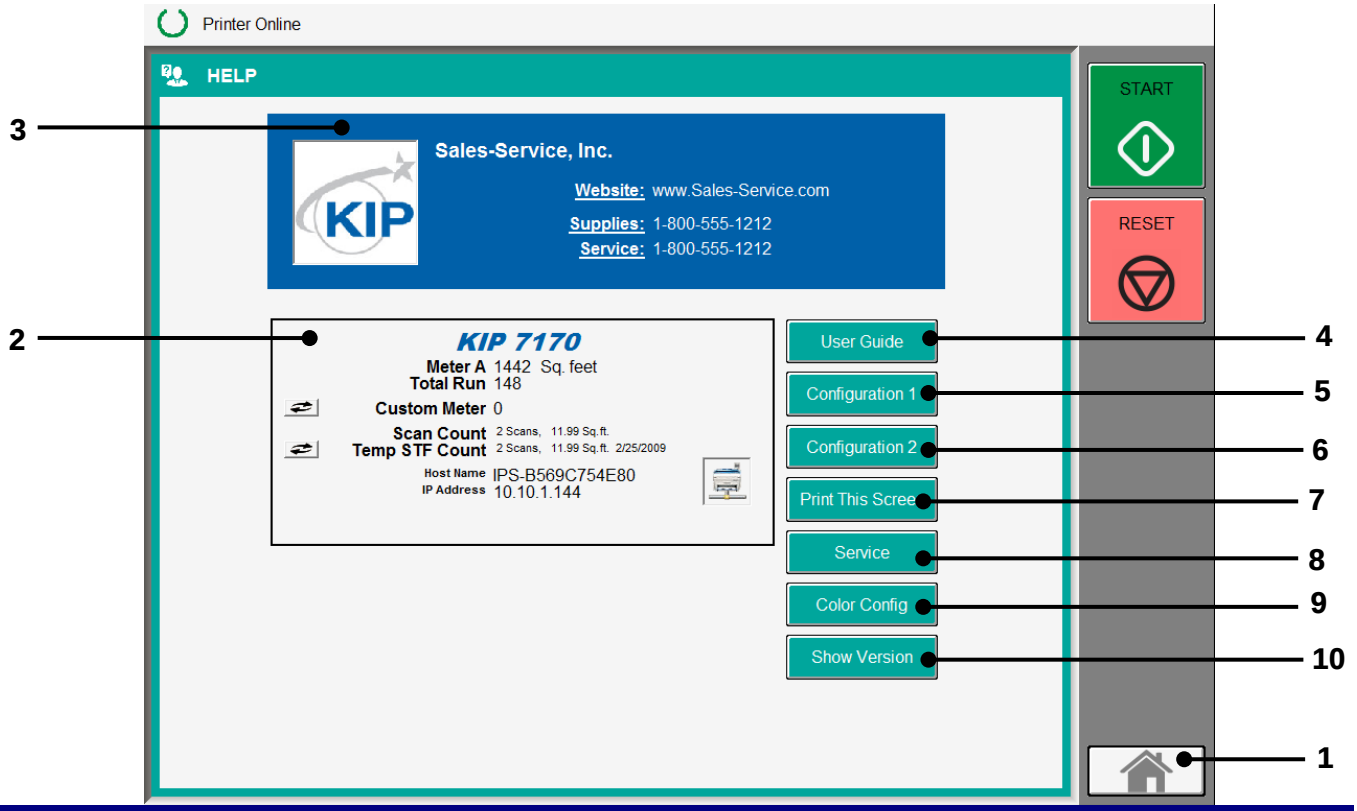
Some of the configurable settings include:

- Language
- Sleep Timers
- Energy Star - Mode
- Reset Timer for Memory and Default Settings
- Printer Density
- Master Lead / Trail Edge
- Default Mode
- Units (Metric or Inch)
- Default Original Size Mode
- Quality / Scan Speed
- Number of Rolls
- Shading
- Test patterns
- Enable Options
- Network IP settings

Some of the above settings will require access by the system administrator, key operator or a certified service technician.

KIP Multi-Touch Software

"?" Screen – General

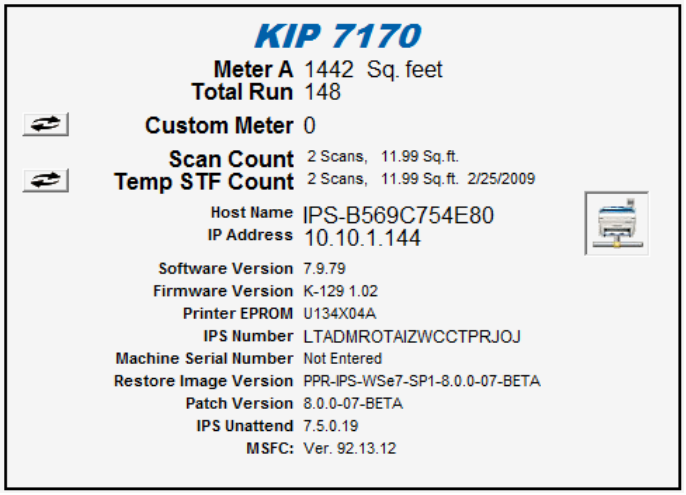


1. Home	Returns to the Maine Home User Interface.
2. Information Region	Displays meter counts and version number of the system.
3. Support / Supplies	Displays the contact information for technical support and printer supplies.
4. User Guide	Enters the Graphical Users Guides.
5. Configuration 1	Enters the settings and configurations modes.
6. Configuration 2	Enters the settings and configurations modes.
7. Print This Screen	Prints the main "?" screen on the KIP System
8. Service	Password protected area for KIP authorized technician use.
9. Color Config	Allows for the configuration of color printers.
10. Hide/Show Version	Hides or displays the software and hardware versions on the screen

Main Screen - Details

Information Region

This area of the Screen includes meter counts and software versions



Meter A

Displays the total number of units run on the printer. This counter should match the hard counter on the right mid- front section on the printer. This unit is in square feet in North America and in Square Meters in all other countries (when printer set to metric mode).

English mode: 1 count = one square foot

Metric Mode: 1 count = one square meter

NOTE

If this counter differs from the hard counter on the printer contact your local service company!

The units of this counter are taken from the internal processor of the printer and can be “reset” if care is not taken upon replacement of the DC Controller. Please see KIP Service Manual for details on the setting procedures.

In case of discrepancies: The hard counter shall be taken as the correct value!

Total Run

This meter counts the total number of linear meters run on the printer in all countries. One count = one linear meter

> **NOTE**
>
> The units of this counter are taken from the internal processor of the printer and can be "reset" if care is not taken upon replacement of the DC Controller. Please see KIP Service Manual for details on the setting procedures.
>
> In case of discrepancies: The hard counter shall be taken as the correct value!

Custom Meter

This counter can be reset at any time to count the units in a particular job. The date of last "reset" is also displayed. This counter's units are the same as Meter A. Press the reset button to start at "0"

Scan Count

The Scan Count displays the total count of the "imaged" area. If the original was larger than the saved imaged area only the saved imaged area is recorded. If the incorrect original size was selected the selected size will be recorded.

Example:

With a 24x36 original

a. If the original was feed 36" wide with a 36" wide setting on the User Interface then 6 sq ft recorded.
b. If the 36" wide original was scanned in at a 24" wide manual setting, the size will be recorded as 24x24 or 2 square feet.

Scan Count- Temp

This counter can be reset at any time to count the units in a particular job if so required. The date of last "reset" is also displayed. This counter's units are the same as in Scan Count. Press the reset button to start at "0"

Software version

Displays the software KIP Touchscreen version for technical support

Firmware Version

Displays the printer firmware version for technical support

Printer EPROM

Displays the current EPROM version installed in the KIP Printer.

IPS Number

Displays the current IPS number, this is required for any optional upgrades to the KIP.

Machine Serial Number

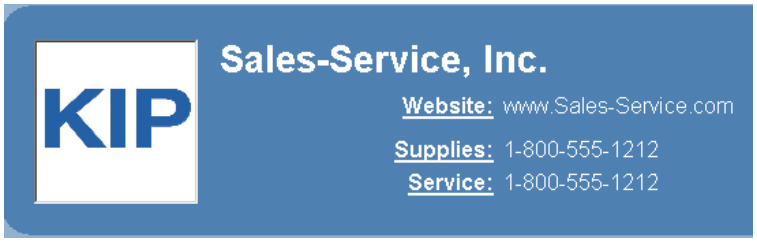
Displays the KIP hardware serial number, this is also located on the lower rear of the printer.

NOTE

If this serial number differs from the "hard coded" number on the lower rear of the printer contact your local service company! The hard code serial will be taken as correct in the case of any discrepancies.

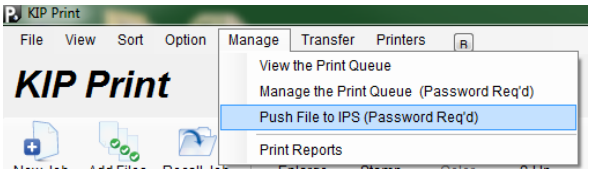
Supplier / Technical Support – Touchscreen Branding

This region displays the contact information for KIP System supplies and service. This region should display your local Authorized KIP dealers' information, along with the ability to link directly to a preset up website. Pressing the button next to Website will display the Dealer's configured website. This website can be custom tailored for the KIP by the Dealer and display information relevant to KIP printing systems.

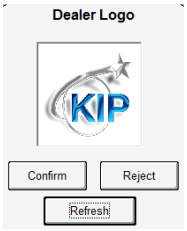


Loading a dealer logo on the KIP

1. Rename your logo to dealerlogo.jpg
2. Open KIP Print
3. Select Manage
4. Select Push file to IPS



Browse for the file you just renamed to dealerlogo.jpg

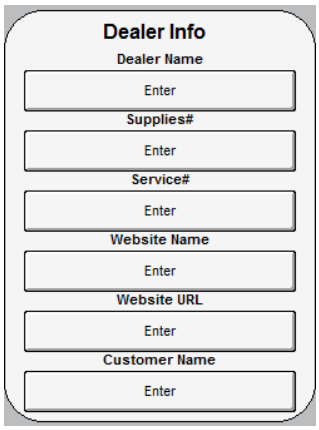


5. And select Save.
6. It will say complete.
7. Now go to the KIP and go to service mode (enter password for Service Mode)
8. Go to page two and you should see your logo there (if not select Refresh)
9. Choose confirm
10. Your logo should now be on the screen

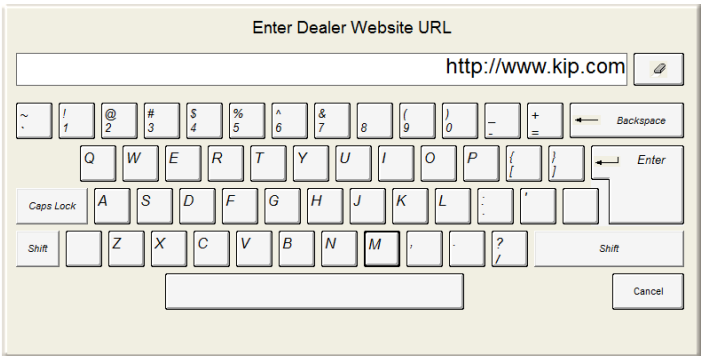
Setting up the Dealer configured Website

1. From within the Service screen go to page 2.

2. Select the Website URL Button



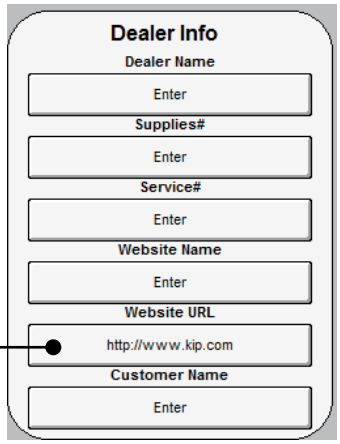
3. Enter the Website to link to



4. Select Enter

5. The URL should now be displayed on the Website URL button

6. Select “OK” and click on the wrench in the top right corner to exit service mode.



KIP Multi-Touch Software

7. Users may now click on the Website button and this will link them directly to the dealer's configured website.

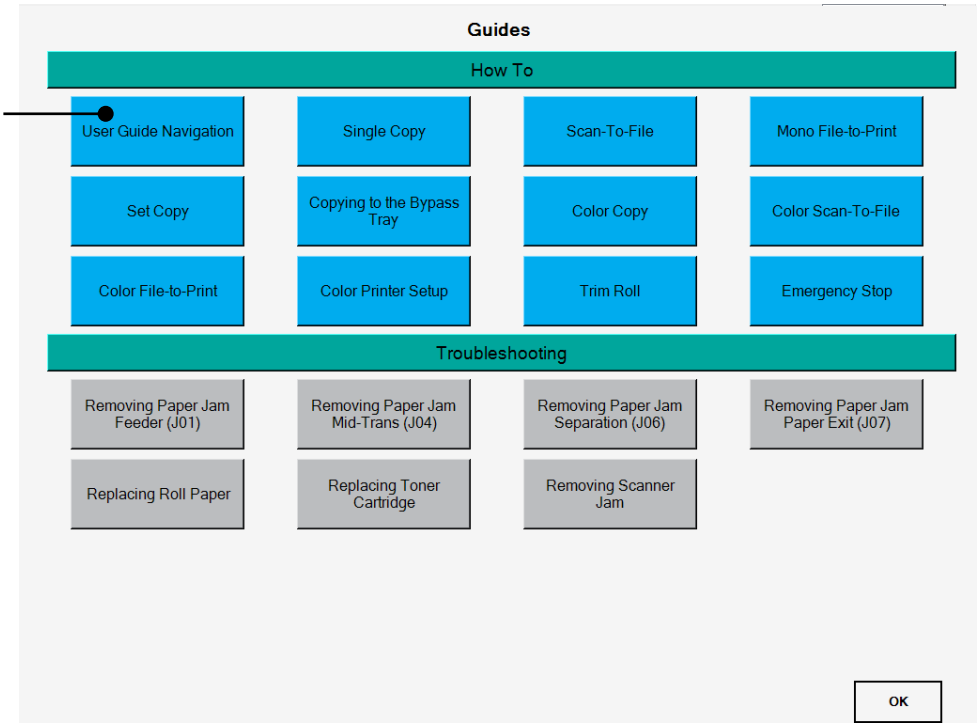
8. Select the Quit Button to exit the website.

User Guides

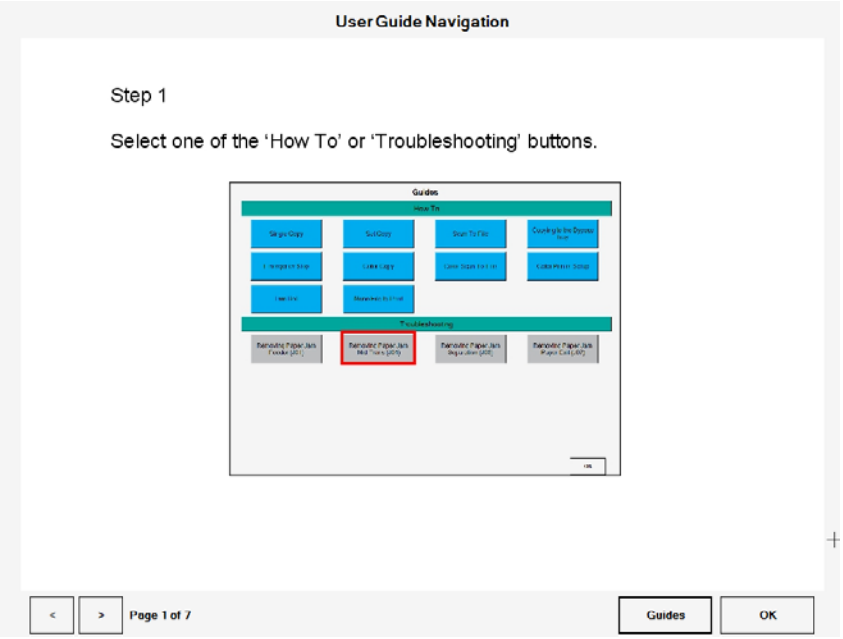
From the main user screen press the Guides button to gain access to the KIP System User Guides on the KIP System.

The User guides cover the basic functions of the system operations including media / toner replacement on the KIP System. For comprehensive details please consult this User Manual.

a. Select the desired How To guide (ex. User Guide Navigation).
b. Once the manual opens there are three methods to viewing the guide.
    a. Click the left or right arrow key.
    b. Tap the left or right side of the screen.
    c. Swipe left or right on the screen.

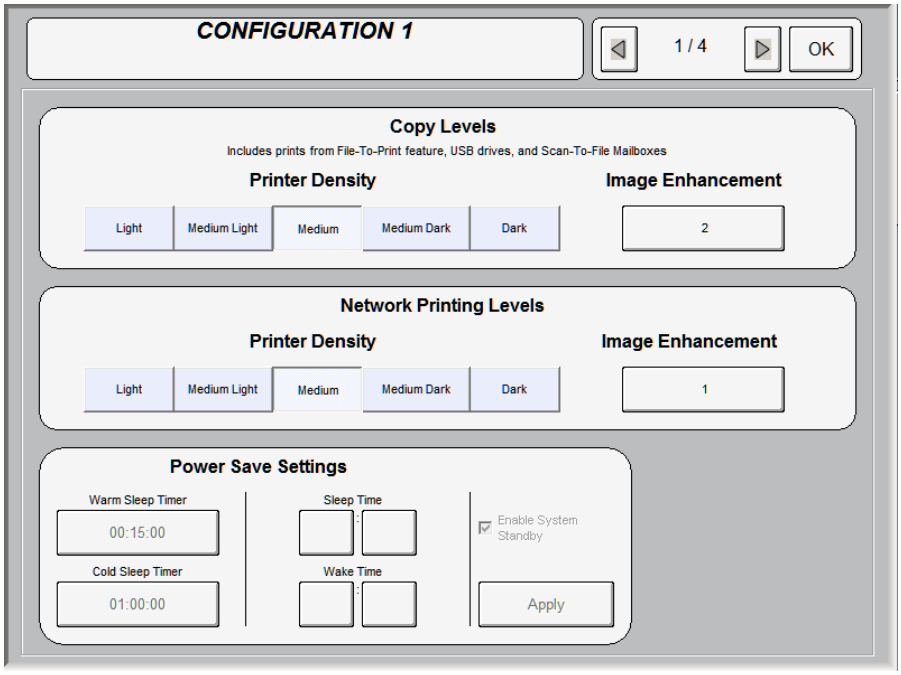


d. When done viewing the manual there are two choices:
    i. Select Guides – This will return to the guides menu so another guide can be selected.
    ii. Select OK – This will take the user to the Information screen.



e. Select OK from the Guides screen or Home from the Information screen to return to the main screen when finished.

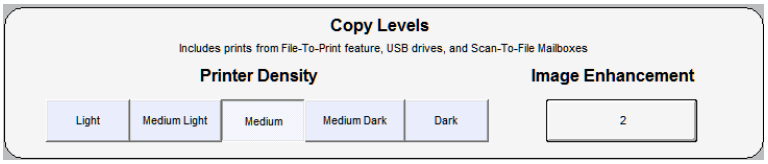
Configuration 1



Configuration1, Page 1

Copy Levels

Sets the Copy levels for all copies made.



Printer Density

Sets the printer density for all Network Print jobs

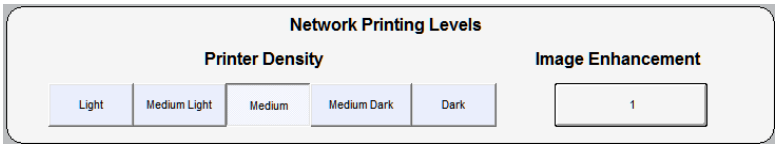
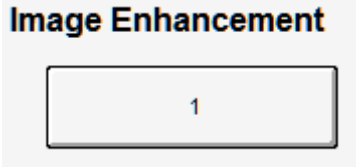


Image Enhancement Level

Provides additional dots as needed to smooth curved lines and fill.



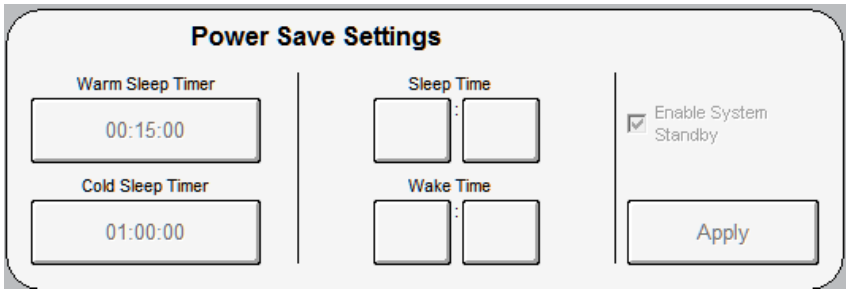
Power Save Settings

The KIP System incorporates timers to save power and place the printer in "cold sleep mode" to suit individual company production requirements. These timers can be used to automatically turn off the printer when the "office is closed", for example overnight.

Energy Star Settings – Energy Star compliant settings require that the printer goes to Warm Sleep after 15 minutes and into Cold Sleep after 90 minutes of inactivity. These are the factory setting and can be achieved by selecting "Reset".

There are two sleep mode settings to choose from, only one can be active at a time and these are locked by default in the Services settings.

1. Warm/Cold Sleep Timers – This timer can be set to put the printer into a warm/cold sleep mode after a predetermined period of inactivity.
2. Sleep Time – This time is used in conjunction with the computers clock and is used to put the Printer to sleep at a pre-set time and wake the printer back up at a pre-set time.



Locked or Unlocked in "Service"

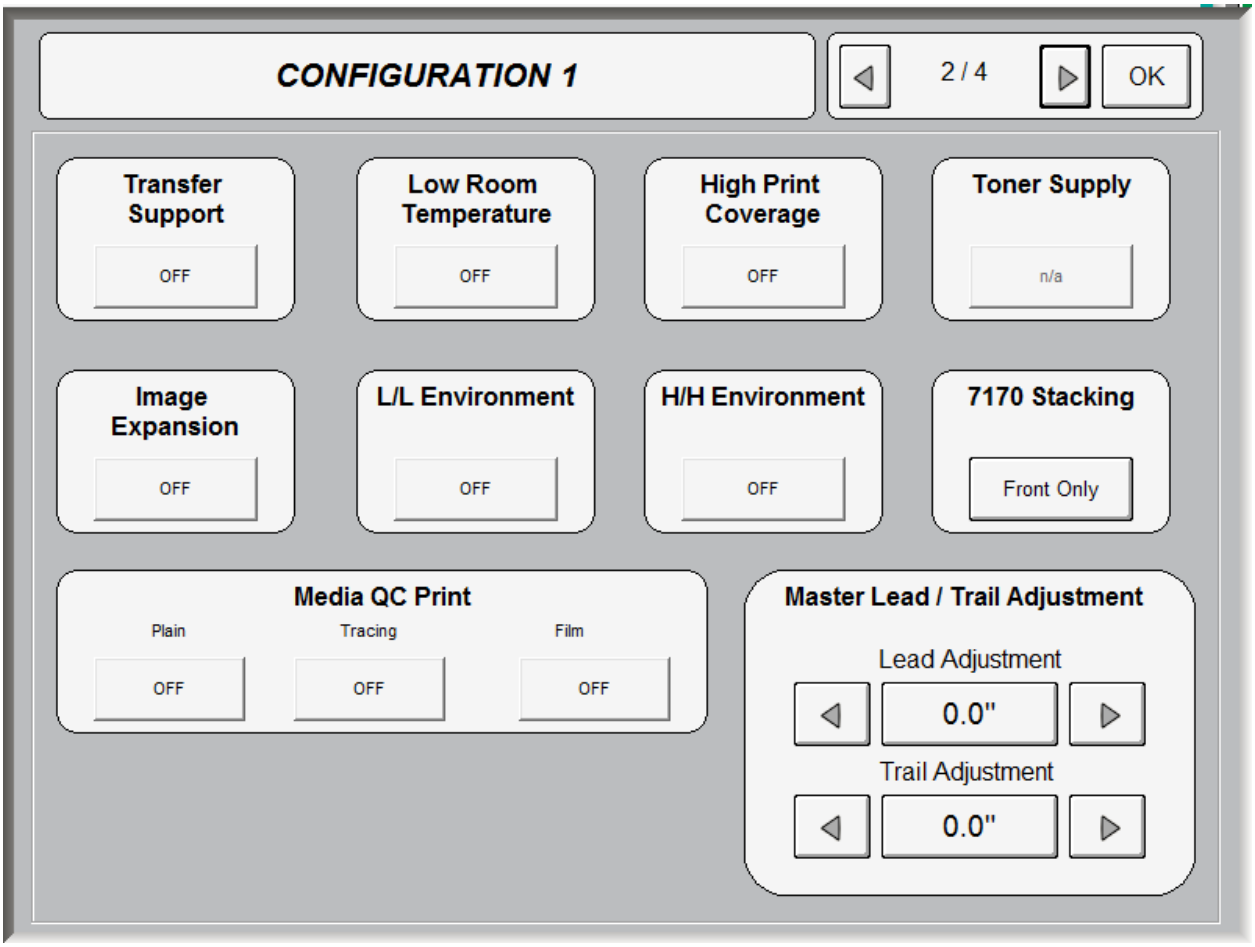
If the Timers are locked they must first be unlocked in Service Menu (by a Certified Service Technician)

Set the timers by pressing on the hour, minutes and AM/PM as needed.

If the printer is required during the "sleep" period, it will "wake", produce the prints and then "return to sleep after 15 minutes of no activity.

Please Note: If the KIP Operating system is Windows 7, it takes approximately 10 seconds to respond (when waking from Cold Standby by touch (when Enable System Standby is checked).

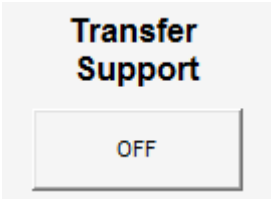
Configuration1, Page 2



Transfer Support

There may be the case that the print image looks so light (not so clear) although the density setting is proper or higher than required. This kind of problem may occur when special media is used, because it is difficult to transfer the toner image fully onto it.

Note: If available on your KIP Printer Model. If unsure please contact technician.

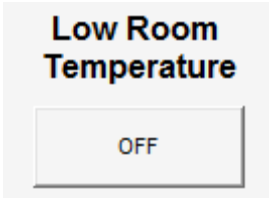


Low Room Temperature

Low Temperature Mode can be validated to secure the fusing quality in the cold environment.

The toner image may not be fixed firmly onto the paper if you make a copy or plot right after turning on the machine (in the morning especially) in very cold environment. But it is possible to avoid this kind of fusing problem by the Low Temperature Mode.

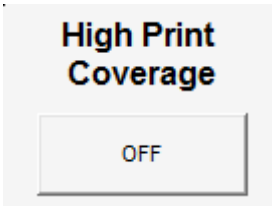
Note: If available on your KIP Printer Model. If unsure please contact technician.



High Print Coverage

High Coverage Setting Mode will be effective if the image density looks lighter when you print constant prints with high coverage.

Note: If available on your KIP Printer Model. If unsure please contact technician.



Toner Supply

Used with the 700M and 7100 printer only. When turned on this will level the toner in the hopper. This can take up to 10 minutes.

Note: If available on your KIP Printer Model. If unsure please contact technician.

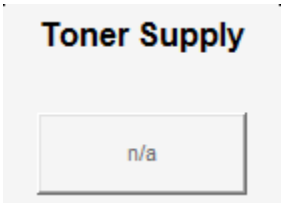


Image Expansion

Usually each print is compulsively provided with a trailing margin of 5-7mm long regardless of the image size. But the image can be printed even in the trailing margin area if you turn on the Full Image Mode.

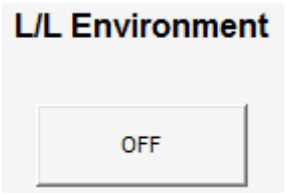
The interval between each sheet of print becomes longer than usual if you turn on the Full Image Mode, because it requires a cleaning operation between each sheet.

Note: If available on your KIP Printer Model. If unsure please contact technician.

L/L Environment

When the printer is used in a low temperature and low humidity condition (we call it "L/L Environment"), the printing media is likely to be creased or unfused in some areas. "L/L Environment Mode" may be able to fix this problem.

If the L/L Environment Setting Mode is used the interval of prints becomes longer than usual to recover the temperature.



The L/L Environment Mode works only in some specific cases, for example when the remaining volume of roll is very small or when a tracing paper is used.

Note: If available on your KIP Printer Model. If unsure please contact technician.

H/H Environment

When the printer is used in a high temperature and high humidity condition (we call it "H/H Environment"), the printing media from Roll 2 or Roll 4 is likely to be creased. "H/H Environment Mode" may be able to fix this problem.

Note: If available on your KIP Printer Model. If unsure please contact technician.

7170 Stacking

For use with the 7170 only. This allows the user to decide how the prints will come out of the LIP 7100 Printer. There are three (3) methods for printing:

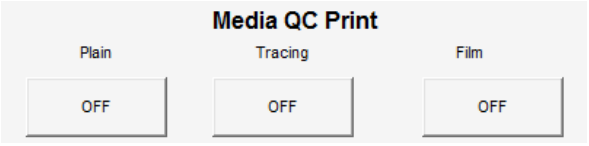
Front Only – All prints will stack on the front (top) of the printer

Back Only – All prints will stack out the back of the printer (optional stacker needed).

Front & Back (default Front) – Prints can be printed to the front or back (optional stacker needed) Front will be default.

Front & Back (default Back) - Prints can be printed to the front or back (optional stacker needed) Back will be default.

Media QC Print

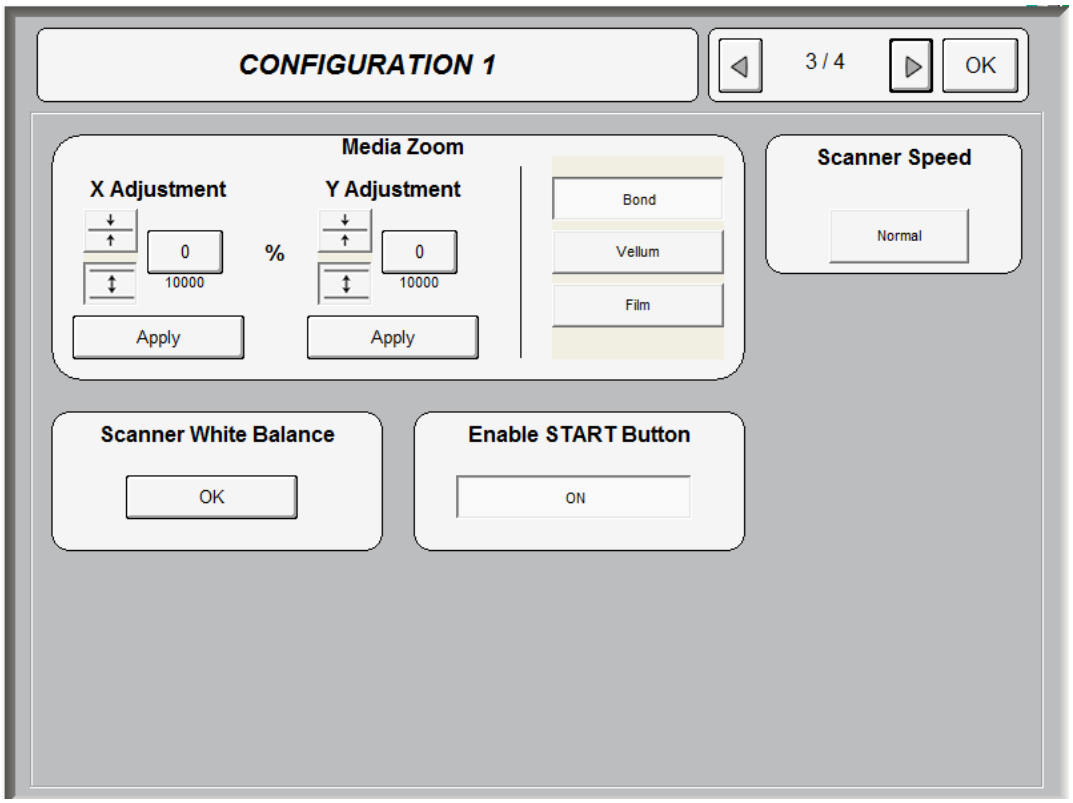


Automatic Initial Cut known as "Dummy Print" is now added to the User Mode in Setting Mode 2 of the printer. This is not a feature set within the KIP. The service technician can set this mode after unlocking the key operation of the Sub UI (LCD Display/ OP Panel). Under a certain usage environment, the first print of a job sometimes would have a wrinkle or an image void if the prints are made with a roll media left in the deck for a long period. "Dummy Print" makes an automatic 24" initial cut before processing a job to obtain optimum image quality and feed balance in such conditions.

Master Lead / Trail Adjustment

The leading and trailing edges on scans and copies can be adjusted to best suit user requirements. This adjustment adds or removes image / media from all scans and copies and should be considered a default setting of such.

Configuration1, Page 3

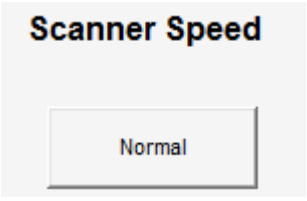


Media Zoom

This is used to adjust the X, Y axis independently of each other when making a copy.

Scanner Speed

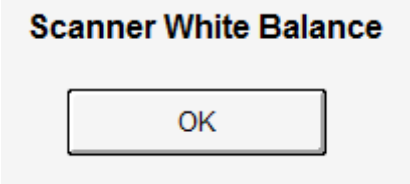
Scanner speed has two settings, Normal and Slow. When scanning old documents that may not in the best of shape, it may be necessary to slow down the scanner. Selecting Slow as the mode will scan the document at the selected DPI but scan it through at the 600 DPI speed.



Note: this function is available for the 600/600A scanners. There is a similar function available for the 2300 scanner but it is controlled by the scanner firmware. Please contact dealer hardware technician for assistance.

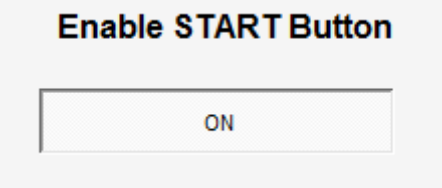
Scanner White Balance

Performs a white balance on the KIP scanner. Original white balance target is needed to perform this action.



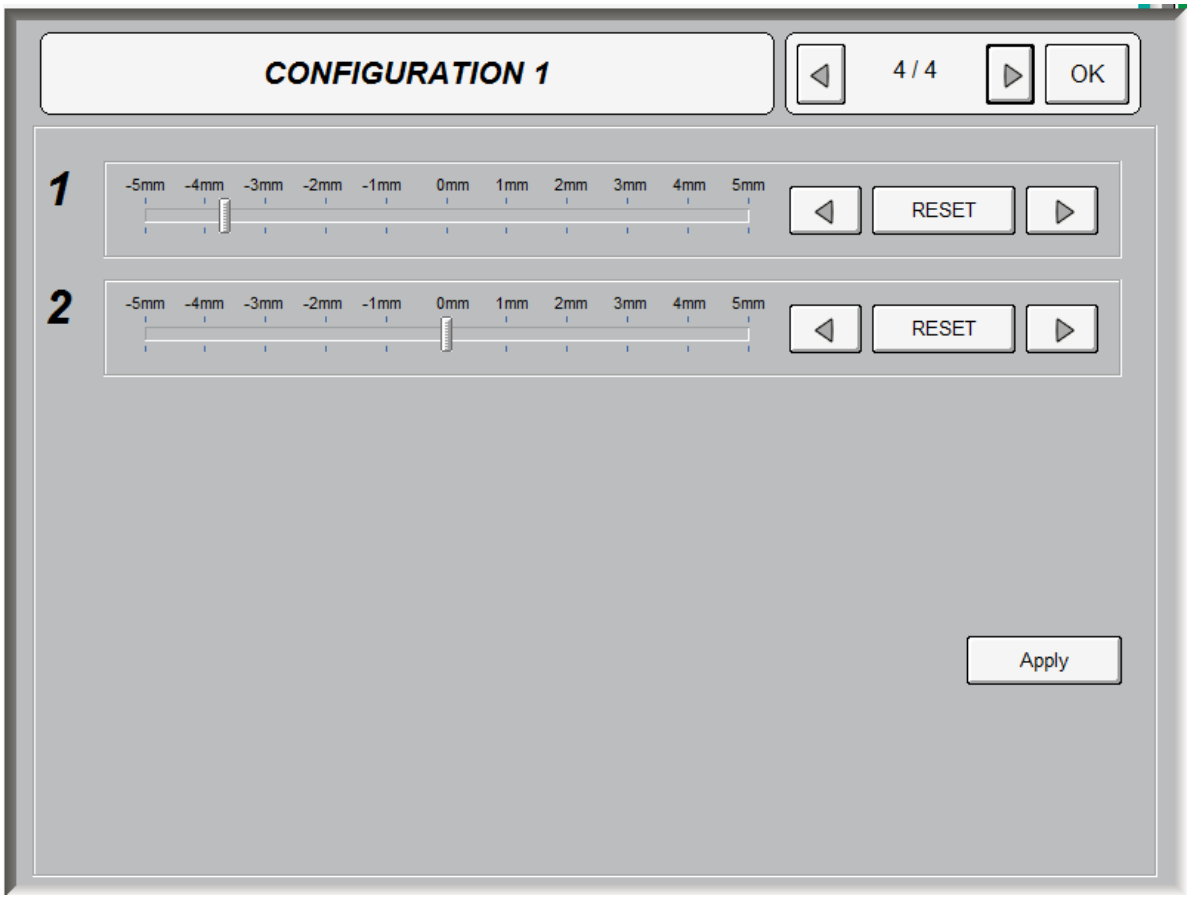
Enable Start Button

When a KIP 720 Scanner is connected to the KIP Printer this will turn on the functionality of pushing the Start button on the top of the scanner to start the copying/scanning process.



Configuration1, Page 4

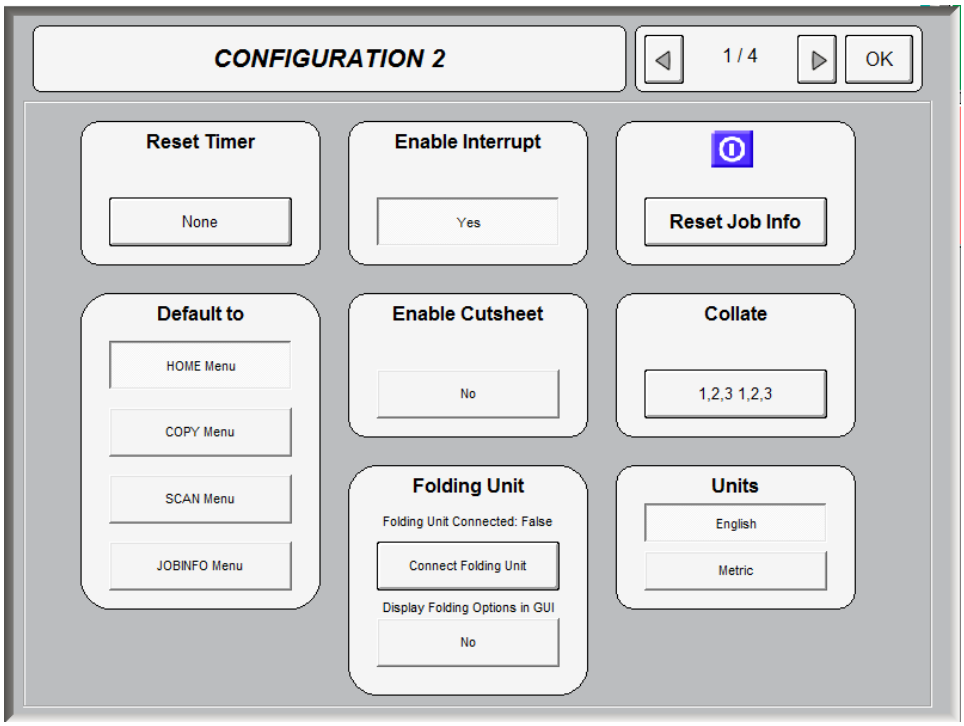
Roll Adjustment



Roll Adjustment allows the user to shift the image 5mm left or right. This function may be used if a roll of media is not cut precisely to the specified width and allows these types of rolls to have correct image placement.

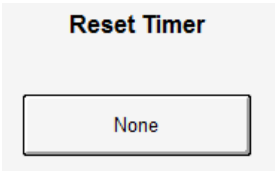
Configuration 2

Configuration 2, Page 1



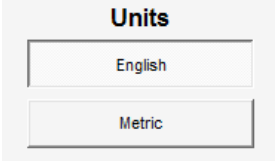
Reset Timer

KIP System systems can be configured to revert to the Log-In screen after a predetermined period of inactivity. From this screen, users must enter a username and password before use (if required by system administrator).



English or Metric Units

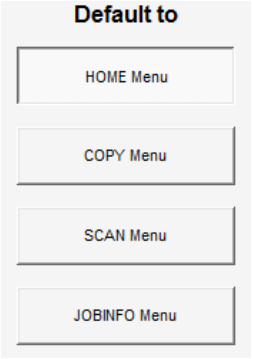
Set the system from “English Mode” to “Metric Mode” by pressing the English or Metric button. This will affect the entire KIP System System, including Scan, Print



and Copy. Please note that the printer must be set to the correct size mode for proper print function.

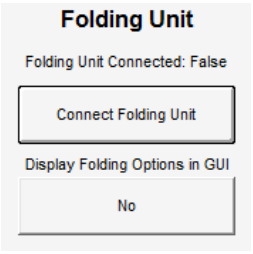
Default Mode

Sets which screen will be the default, Scan, Copy or Job Info Mode dependent of the installation environment requirement.



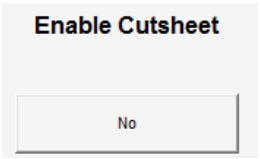
Fold

Sets the system to accept fold parameter loaded by KIP Print and enables the pull downs on the screens. Please contact your local certified service technician for configuration of this feature.



Cut Sheet

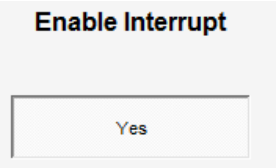
Enables / Disables the cut sheet function, which may not be required in certain installation.



Interrupt

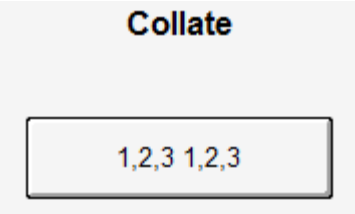
Allows the Interrupt button to function in Copy Mode

a. Enabled = allows the user to pause all network print jobs to allow copies to be printed first
b. Disabled = all copy jobs will be placed in the queue as the order they are received within
c. any network print jobs.



Collate

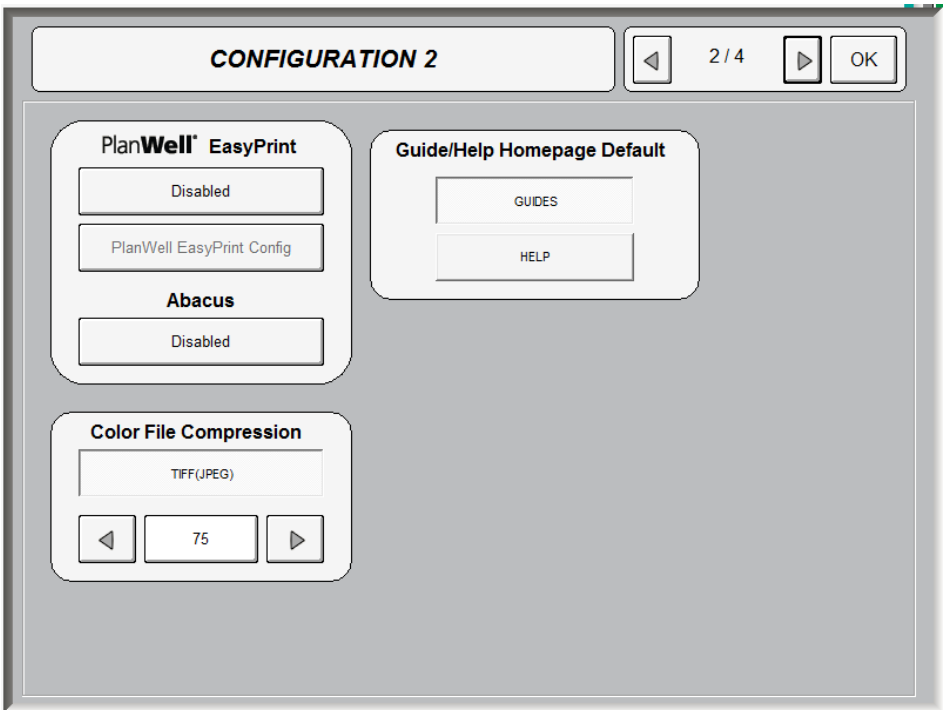
Allows for the collated printing of files in normal or reverse file order 1,2,3 or 3,2,1.



Reset Job Info

If the current job in the Job Info queue is printing unsuccessfully, the user can manually cancel the file within that job. This is done by going into the "Help/Info" screen and then to "Configuration". Select the "Reset Job Info" button. An identification sheet will print out and the print queue can now continue printing.

Configuration 2, Page 2

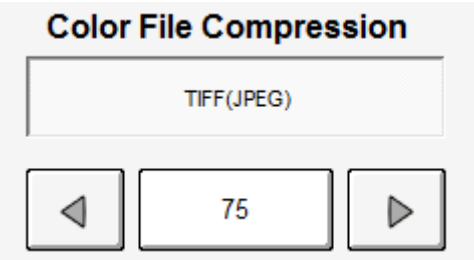


Planwell Easyprint/Abacus

Planwell EasyPrint and Abacus are ARC applications that KIP America has integrated with. These applications need to be present for use.

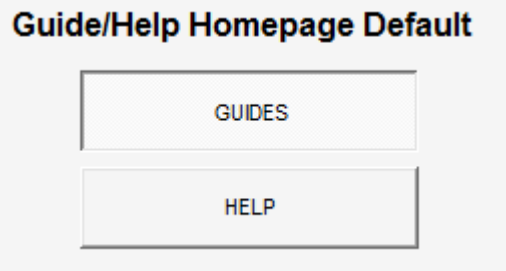
Color File Compression

This feature is off by default but when turned on will apply to all scanned color files and reduce the output file size. Compression of 0 to 200 % is selectable, the larger the compression the larger the file size created.

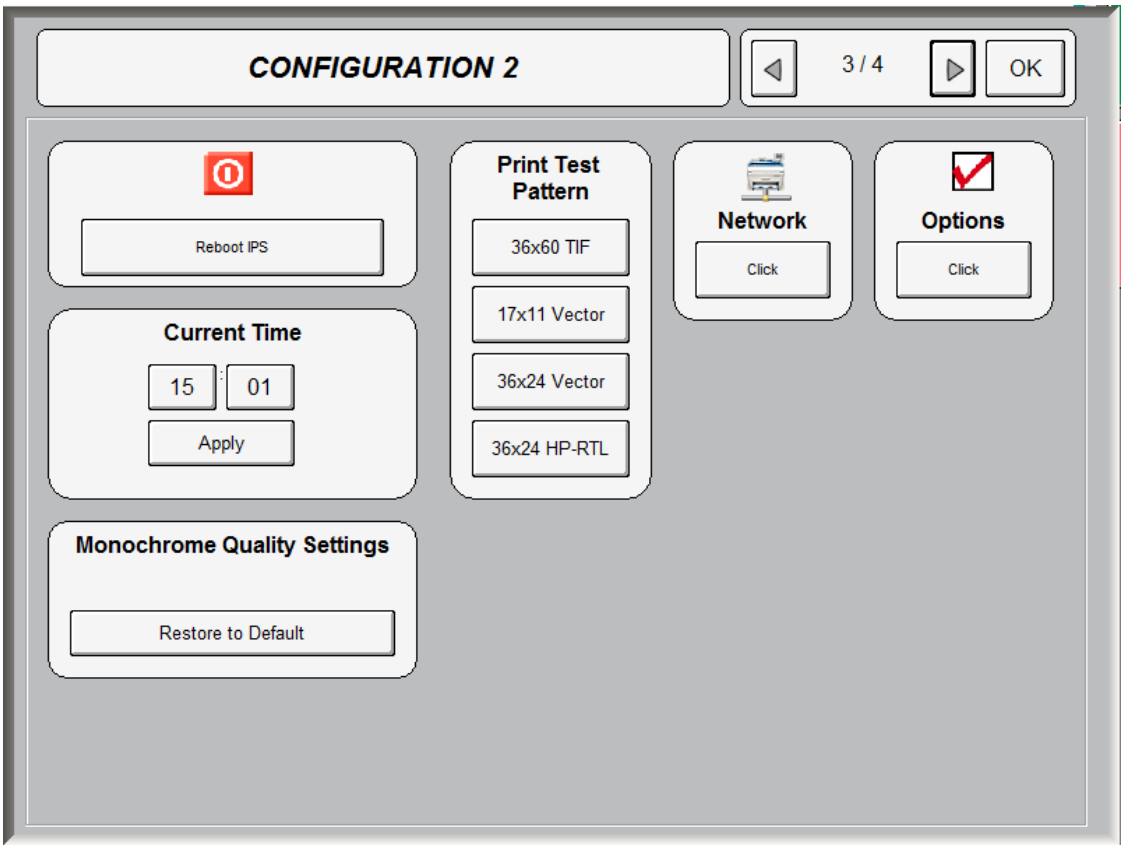


Guide/Help Homepage Default

This feature is set to Guides default but can be changed by the administrator to display the Help (Info) button if necessary. To set the Help button as the default displayed on the main screen select the Help button and then select the OK button. The Help button will now be displayed on the main screen.

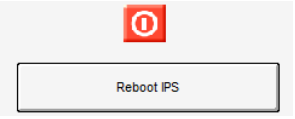


Configuration 2, Page 3



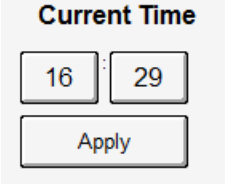
Reboot IPS

This button will restart the KIP when the system is not responding / printing correctly.



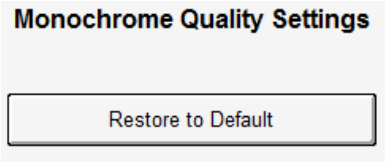
Current Time

Set the current time using the arrow buttons. Please note that the Time Zone may need to be set. Please contact your Local KIP Dealer to set the correct Time Zone.



Monochrome Quality Settings

If the Quality setting have been changed and the default settings are needed, clicking on “Restore to Default” will set the quality Settings back to Default.



Test pattern

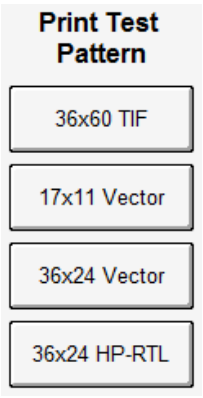
A variety of test patterns may be printed from the KIP System operator panel on an on-demand basis. The following four predefined test patterns are available to assist in pen table selection and overall quality verification.

36” x 60” tif – Used to test long printing and calibrate scan/copy operations

17” x 11” plt – Used to calibrate lead/trail edge settings

36” x 24” plt – Used to calibrate lead/trail edge settings

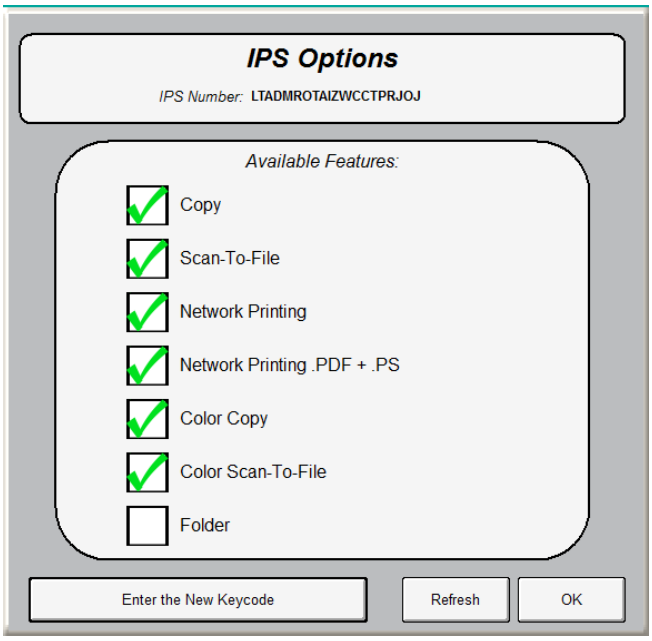
36” x 24” hprtl – Used to test output of mixed raster and vector data



Options

Selecting the Options button will allow the enabling of options on the KIP. Contact your local dealer for more details and for the KeyCodes for your system. The Options that can be purchased are:

- Scan to File
- Network Printing
- Network Printing , PDF & PS
- Color Copy
- Color Scan – To - File



Select the "Enter the New Keycode" button and then enter in the keycode for the options purchased.

Note: Color Copy is available separately as an option on the KIP 3100 Model printer only.

NOTE

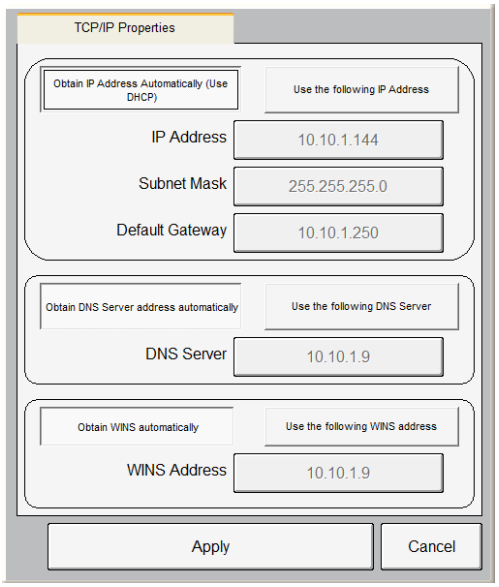
Incorrect codes will prevent your system from functioning. Please do not enter or modify the current code without permission. The codes may be locked and access may only be granted by a certified service technician.

Network

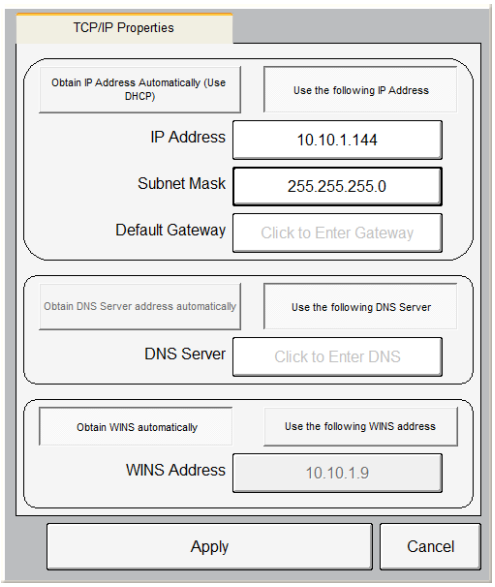
When setting up the KIP Printer on the Network at the site the KIP comes already pre-configured for DHCP (**Dynamic Host Configuration Protocol**) and if plugged into the network will automatically receive an IP Address from the DHCP Server.

If the Site is not using a DHCP server to dish out IP address it will be necessary to assign a Static IP Address to the KIP Printer. The onsite network administrator will need to supply all of the valid information for the IP Address scheme that will be applied to the KIP Printer.

Default Example



Static IP Example



> **NOTE**
>
> Incorrect settings will prevent your system from functioning. Do not enter or modify without your Network Administrators permission. Access to modify may be locked and may only be granted by a certified service technician.

Configuration 2, Page 4

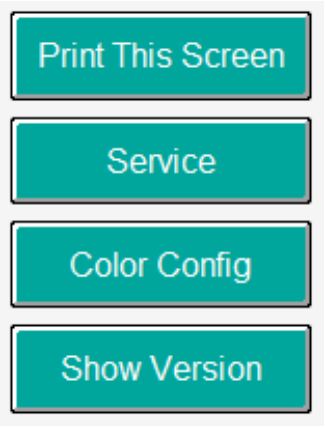
Language

Set the KIP System Operator Panel into a desired language. The system will then need to be rebooted and the system will come up with the selected language.

Miscellaneous Buttons

Service

This button is used by a certified service technician to access the service functions of the KIP. It is password protected to prevent unwanted changes to the KIP System.



Print This Screen

This button will print the main "?" screen. This includes the meter counts, versions, etc. This can be useful for troubleshooting or for record keeping.

Hide/Show Versions

Selecting the "Hide Versions" button will hide all of the technical information displayed on this screen that is not necessary for normal operation.

Selecting the "Show Versions" button will display all of the technical information displayed on this screen that an Administrator or technician may need if servicing the KIP printer.

Appendix

Secure Printing

KIP 8.0 software provides users with Secure Printing. Jobs can be sent to the KIP Printer with a 4 digit code associated with it. This will then place the job on hold in the queue until it is released with the correct PIN number.

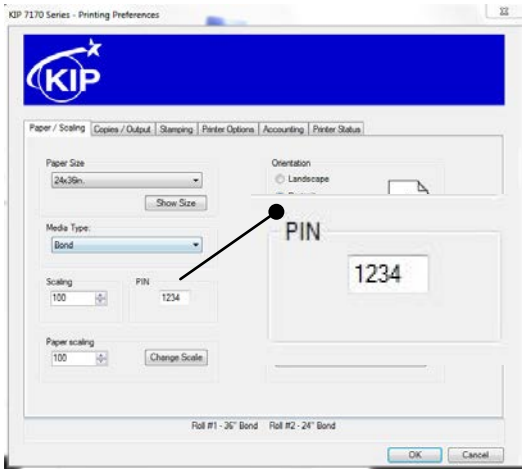
Secure Print from the following Applications:

- KIP Print
- KIP Windows Driver
- KIP PrintNet
- KIP AutoCAD Driver

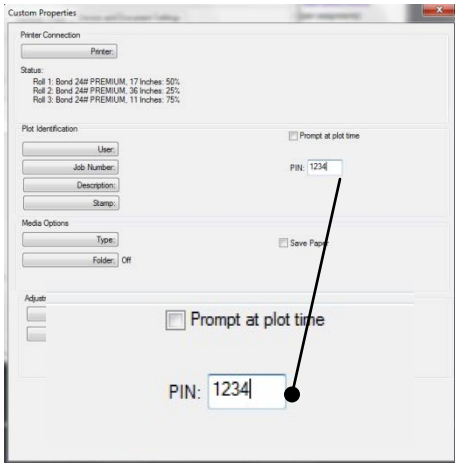
KIP Multi-Touch Software

When Submitting from one of the KIP Applications users may enter a PIN number to securely hold the job in the queue.

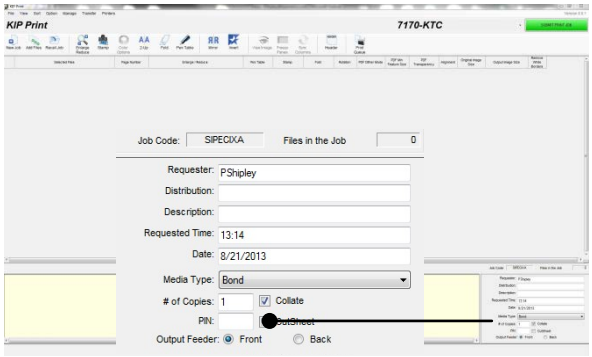
KIP Windows Driver



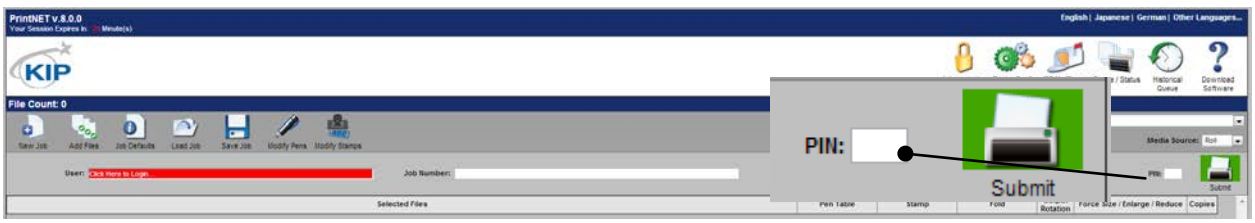
KIP AutoCAD Driver



KIP Print



KIP PrintNet



When the Job arrives at the Print queue it will display “Enter PIN” in the status column.

All other jobs will continue to print, however jobs with a PIN requirement will remain on hold until they are released with the correct PIN Number.